

# **TASK ORDER**

**GST0013AJ0081**

**Issued to:**

**Northrop Grumman  
7575 Colshire Drive  
McLean, Virginia 22102**

**Under Alliant# GS00Q09BGD0056**

**In support of**

***The Defense Logistics Agency***

**Program Management Office,  
Defense Travel System**

**issued by:**

**The Federal Systems Integration and Management Center (FEDSIM)  
3100 F St NW  
Washington DC 20405  
FEDSIM Project Number DE00637**

## SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

### **B.1 GENERAL**

The work shall be performed in accordance with all Sections of this TO and the contractor's Basic Contract, under which the task order is awarded. An acronym listing to support this Task Order Request (TOR) is included in Section J, Attachment L.

### **B.5 CONTRACT ACCESS FEE**

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a Contract Access Fee (CAF). The amount of the CAF is  $\frac{3}{4}\%$  (i.e., (.0075)) of the total price/cost of contractor performance. Each TO issued under this contract shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

### **B.6 ORDER TYPES**

The contractor shall perform the effort required by this TO on a Firm-Fixed-Price (FFP) basis for CLINs 0001, 1001, 2001, 3001, 4001, 0002, 1002, 2002 and 3002, , a Cost-Plus-Fixed-Fee (CPFF) basis for CLINs, and 0003, 1003, 2003, 3003, 4003, 0004, 1004, 2004, 3004, 4004, 4005 and 4006 , Not-to-Exceed (NTE) basis for CLINs, X007, X008, X009, and X010.

### **B.7 ORDER PRICING (ALL ORDER TYPES)**

.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
CPFF	Cost-Plus-Fixed-Fee
FFP	Firm-Fixed-Price
NTE	Not-to-Exceed
ODC	Other Direct Cost

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.1.1 BASE PERIOD:**

**MANDATORY LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
0001a	Project Management (C.5.5) (b) (4)	(b) (4)	(4)	
0002a	GFE Hosting Services (C.5.1) (b) (4)			

**OPTIONAL LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
0001b	Project Management (C.5.5) (b) (4)	(b) (4)	(4)	
0002b	GFE Hosting Services (C.5.1) (b) (4)			

**MANDATORY LABOR CLIN TERM**

CLIN	Description	Level of Effort/ # of Hours	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
0003	Sustainment Services (C.5.2 (except for C.5.2.6)) Business Intelligence and Reporting Services (C.5.3) Information Assurance (IA)/Security (C.5.4)	(b) (4)	(b) (4)	(4)	(4)

Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**OPTIONAL LABOR CLINs**

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
0004	Development Services (C.5.2.6)	(b) (4)		

**COST REIMBURSEMENT TRAVEL CLIN**

CLIN	Description		Total Not To Exceed
0007	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)

**CPFF CLINs (Tools and ODCs)**

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
0008	Tools Including Handling Rate (b) (4)	(b) (4)		
0009	ODCs Including Indirect Handling Rate (G & A) (b) (4)			
0009b	ODCs Including Indirect Handling Rate (G & A) (b) (4)			

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
0010	Contract Access Fee	NTE	(b) (4)

**TOTAL BASE PERIOD CLINs:**

**\$31,646,339**

**Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.1.2 OPTION YEAR ONE  
MANDATORY LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
1001	Project Management (C.5.5)	12	month	(b) (4)

**OPTIONAL LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
1002a	GFE Hosting Services (C.5.1) (b) (4)	(b) (4)		(4)
1002b	GFE Hosting Services (C.5.1) (b) (4)			
1002c	GFE Hosting Services (C.5.1) (b) (4)			
1002d	GFE Hosting Services (C.5.1) (b) (4)			

**MANDATORY LABOR CLIN TERM**

CLIN	Description	Level of Effort/ # of Hours	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
1003	Sustainment Services (C.5.2 (except for C.5.2.6)) Business Intelligence and Reporting Services (C.5.3) Information Assurance (IA)/Security (C.5.4)	(b) (4)			(4)

Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**OPTIONAL LABOR CLINs**

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
1004	Development Services (C.5.2.6)	(b) (4)		

**COST REIMBURSEMENT TRAVEL CLIN**

CLIN	Description		Total Not To Exceed
1007	Long Distance Travel Including Indirect Handling (b) (4)	NTE	(b) (4)

**CPFF CLINs (Tools and ODCs)**

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
1008	Tools Including Handling Rate (b) (4)	(b) (4)		
1009	ODCs Including Indirect Handling Rate (G & A) (b) (4)			
1009b	ODCs Including Indirect Handling Rate (G & A) (b) (4)			

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
1010	Contract Access Fee	NTE	(b) (4)

**TOTAL OPTION YEAR ONE CLINs:**

**\$30,477,561**

**Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056**

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.1.3 OPTION YEAR TWO:**

**MANDATORY LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
2001	Project Management (C.5.5)	(b) (4)		

**OPTIONAL LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
2002a	GFE Hosting Services (C.5.1) (b) (4)	(b) (4)		(4)
2002b	GFE Hosting Services (C.5.1) (b) (4)			
2002c	GFE Hosting Services (C.5.1) (b) (4)			
2002d	GFE Hosting Services (C.5.1) (b) (4)			

**MANDATORY LABOR CLIN TERM**

CLIN	Description	Level of Effort/ # of Hours	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
2003	Sustainment Services (C.5.2 (except for C.5.2.6))  Business Intelligence and Reporting Services (C.5.3)  Information Assurance (IA)/Security (C.5.4)	(b) (4)			(4)

**OPTIONAL LABOR CLINs**

Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
2004	Development Services (C.5.2.6)	(b) (4)		

**COST REIMBURSEMENT TRAVEL CLIN**

CLIN	Description		Total Not To Exceed
2007	Long Distance Travel Including Indirect Handling (b) (4)	NTE	(b) (4)

**CPFF TOOLS and ODCs CLINs**

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
2008	Tools Including Handling Rate (b) (4)	(b) (4)		
2009	ODCs Including Indirect Handling Rate (G & A) (b) (4)			

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
2010	Contract Access Fee	NTE	(b) (4)

**TOTAL OPTION YEAR TWO CLINs:**

**\$30,790,165**

Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.1.4 OPTION YEAR THREE:**

**MANDATORY LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
3001	Project Management (C.5.5)	(b) (4)		

**OPTIONAL LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
3002a	GFE Hosting Services (C.5.1) (b) (4)	(b)	(4)	(4)
3002b	GFE Hosting Services (C.5.1) (b) (4)			
3002c	GFE Hosting Services (C.5.1) (b) (4)			
3002d	GFE Hosting Services (C.5.1) (b) (4)			

**MANDATORY LABOR CLIN TERM**

CLIN	Description	Level of Effort/ # of Hours	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
3003	Sustainment Services (C.5.2 (except for C.5.2.6))  Business Intelligence and Reporting Services (C.5.3)  Information Assurance (IA)/Security (C.5.4)	(b)	(4)	(4)	(4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**OPTIONAL LABOR CLINs**

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
3004	Development Services (C.5.2.6)	(b) (4)		

**COST REIMBURSEMENT TRAVEL CLIN**

CLIN	Description		Total Not To Exceed
3007	Long Distance Travel Including Indirect Handling (b) (4)	NTE	(b) (4)

**CPFF TOOLS and ODCs CLINs**

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
3008	Tools Including Handling Rate (b) (4)	(b) (4)		
3009	ODCs Including Indirect Handling Rate (b) (4)			

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
3010	Contract Access Fee	NTE	(b) (4)

**TOTAL OPTION YEAR THREE CLINs:**

**\$27,669,548**

Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.1.5 OPTION YEAR FOUR:**

**MANDATORY LABOR CLINS**

CLIN	Description	QTY	Unit	Total Firm Fixed Price
4001	Project Management (C.5.5)	(b) (4)		

**MANDATORY LABOR CLIN TERM**

CLIN	Description	Level of Effort/ # of Hours	Cost	Fixed Fee	Cost Plus Fixed Fee
4003	Sustainment Services (C.5.2 (except for C.5.2.6))  Business Intelligence and Reporting Services (C.5.3)  Information Assurance (IA)/Security (C.5.4)	(b)	(4)		

**OPTIONAL LABOR CLINs**

CLIN	Description	Cost	Fixed Fee	Cost Plus Fixed Fee
4004	Development Services (C.5.2.6)	(b) (4)		

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CLIN	Description	Level of Effort/ # of Hours	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
4005	GFE to CFE Transition Planning (C.5.1.2)	(b) (4)	(b) (4)	(b) (4)	(b) (4)
4006	CFE Hosting Services (C.5.1.4 – C.5.1.8)				

**COST REIMBURSEMENT TRAVEL CLIN**

CLIN	Description		Total Not To Exceed
4007	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)

**CPFF TOOLS and ODCs CLINs**

CLIN	Description	Estimated Cost	Fixed Fee	Total Cost Plus Fixed Fee
4008	Tools Including Handling Rate (b) (4)	(b) (4)	(b) (4)	(b) (4)
4009	ODCs Including Indirect Handling Rate (b) (4)			

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
4010	Contract Access Fee	NTE	(b) (4)

**TOTAL OPTION YEAR FOUR CLINs:** **\$22,499,434**

**GRAND TOTAL ALL CLINs:** **\$143,083,047**

**Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056**

## **B.12 SECTION B TABLES**

### **B.12.1 COST REIMBURSABLE LONG DISTANCE TRAVEL**

Long distance Travel is anticipated during the performance of this requirement. Since this cost cannot be accurately forecast at this time, it is awarded on a cost reimbursable basis and may be partially funded as indicated on the award document. The Contractor shall be reimbursed for actual allowable costs that apply over the life of the task order, not to exceed the amount shown in the schedule. While the estimated amount represents the Government's best estimate, the amount obligated for this line item may be increased unilaterally by the Government if such action is deemed advantageous

### **B.12.2 INDIRECT/MATERIAL HANDLING RATE**

Long Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the Contractor's disclosed practices. If no indirect/material handling rate is allowable in accordance with the Contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on such costs. If no rate is specified in the basic contract, none shall be applied in this TO.

### **B.12.3 DIRECT AND INDIRECT RATES**

#### **B.12.3.1 INDIRECT LABOR RATES**

All indirect rates proposed and billed under this task order shall be commensurate with the then current DCAA approved forward pricing rate agreement. Indirect rates include, but may not be limited to, indirect material handling rates, overhead rates, and general and administrative rates.

## **B.13 INCREMENTAL FUNDING**

### **B.13.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding for CLINs 0001 through 0003, 0004, 0007 thru 0010, 1001, 1002a thru 1002d, 1003, 1004, 1007, 1008, 1009a, 1009b, 1010 is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through **January 15, 2015** unless otherwise noted in Section B.X. The TO will be modified to add funds incrementally up to the maximum of \$143,083,047 over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

CLIN	Cost/Price	Fixed Fee	Total Cost	Funded Cost	Funded Fee	Funded Total
0001a	(b) (4)					
0001b						
0002a						
0002b						
0003						
0004						
0007						
0008						
0009						
0009b						
0010						
1001						
1002a						
1002b						
1002c						
1002d						
1003						
1004						
1007						
1008						
1009a						
1009b						
1010						
Total	(b) (4)	(b) (4)	\$62,123,900	(b) (4)	(b) (4)	\$33,724,243

Table reflects rounding

Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056

## SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

When the work required under any CLIN is completed, and that work is within the total estimated cost shown above, the contractor shall be entitled to full payment of the total funded fixed fee for that CLIN. However, the contractor may present, with his monthly vouchers for costs, a fee voucher in an amount bearing the same percentage of fixed fee as the certification of incurred costs bears to the total estimated cost for each CLIN, provided however, that after payment of eighty-five percent (85%) of the fixed fee for a particular CLIN, the Contracting Officer (CO) may withhold further payment of fixed fee until a reserve shall have been set aside in an amount which the CO considers necessary to protect the interest of the Government. This reserve shall not exceed fifteen percent (15%) of the total fixed fee for any CLIN or one hundred thousand dollars (\$100,000) for the total task order, whichever is less.

### **B.1 GENERAL**

The work shall be performed in accordance with all Sections of this TO and the contractor's Basic Contract, under which the task order is awarded. An acronym listing to support this Task Order Request (TOR) is included in Section J, Attachment L.

### **B.5 CONTRACT ACCESS FEE**

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a Contract Access Fee (CAF). The amount of the CAF is  $\frac{3}{4}$  % (i.e., (.0075)) of the total price/cost of contractor performance. Each TO issued under this contract shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

## **C.1 BACKGROUND**

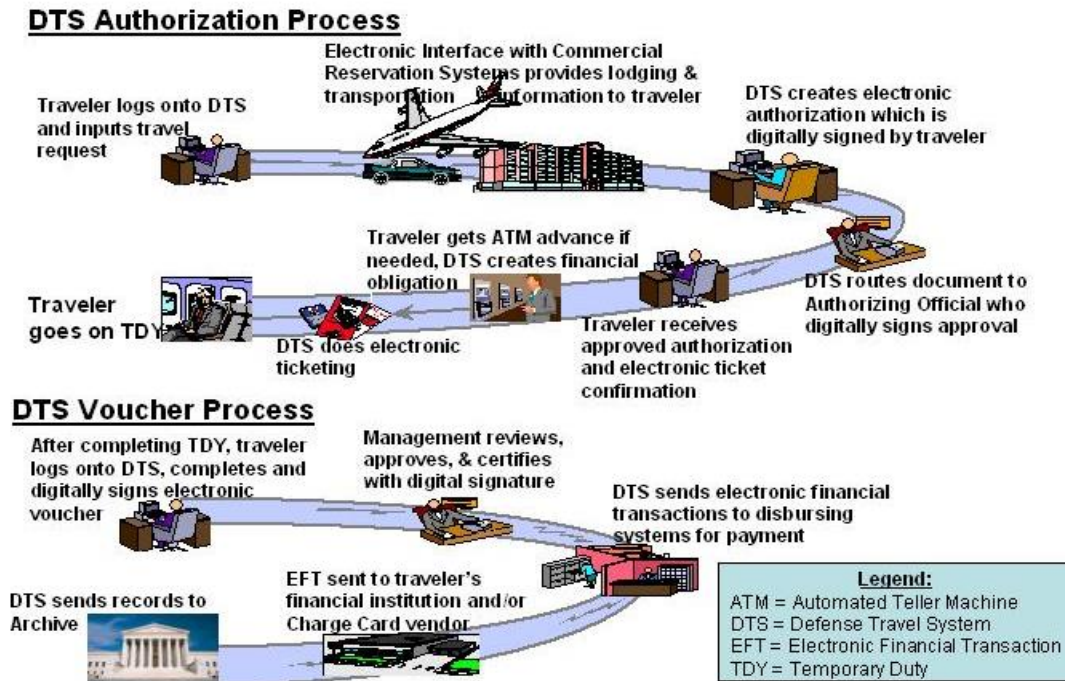
The Defense Travel System (DTS) is a paperless electronic web-based system that enables Department of Defense (DOD) employees to determine availability of, and book, transportation and lodging reservations, and receive reimbursement through their financial institutions for out-of-pocket expenses. It also creates required financial transactions to provide funding for travel, identifies any deviations from statutes and regulations governing DOD travel, and archives electronic versions of documents in accordance with regulatory and statutory requirements. The mandated system for DOD temporary duty travel, DTS currently handles more than 70% of all travel of this type.

DTS resides on the DOD Non-classified Internet Protocol Routing Network (NIPRNet) circuit. DOD travelers access DTS using a web browser on their computers. Access control and digital signature capability are enabled using DOD Public Key Infrastructure (PKI) certificates. DTS is a Mission Assurance Category II, Sensitive (MAC II) system, however it operates in accordance with Mission Assurance Category I, Mission Critical (MAC I) requirements (see C.5.4 TASK 4 – INFORMATION ASSURANCE (IA)/SECURITY).

DTS currently services over 3 million DOD personnel. The system processes over 350,000 authorizations (travel orders) and 350,000 vouchers (requests for reimbursement) per month; however the current system has a capacity to handle up to approximately 470,000 vouchers per month to meet potential growth. In addition, the data storage capacity as currently configured is sufficient to handle storage requirements projected through 2015.

Government program management responsibility is assigned to Program Management Office – Defense Travel System (PMO-DTS) under the Defense Logistics Agency (DLA) (J-62). The Defense Logistics Agency Program Executive Officer (PEO) as well as the Component Acquisition Executive (CAE) and the Defense Chief Management Officer (DCMO) are the Milestone Decision Authority (MDA). The Defense Travel Management Office (DTMO) is a key stakeholder in DTS and is responsible for management of the DTS Travel Assistance Center (TAC), the “help desk” for DTS users. The TAC is contracted by the DTMO and not part of this solicitation.

The primary Defense Travel System business process flows are shown in the graphic below.



### C.1.1 PURPOSE

The Government is awarding a Task Order to provide hosting, sustainment, and development of new capabilities for DTS.

### C.1.2 AGENCY MISSION

DLA Information Operations, Enterprise Solutions and data services organization is responsible for delivering logistics mission success - through IT solutions sustainment; IT service strategy, management, and delivery; and cyber operations, mission assurance, and continuous improvement. DLA's strategy is to provide assured computing through systems, services, and partnerships that are operationally secure and efficiently managed, continuously evaluated for technology insertion and process improvement, and deliver best-in-class service.

### C.2 SCOPE

The contractor shall provide the production environment to operate the system, including primary and backup facilities. This shall include, hosting the current DTS software, physical architecture design, providing all necessary computing networking, and telecommunication hardware, as well as all software required for operating systems, network operations and management, and any other commercial, non-application software needed to enable operation of DTS. The Government currently provides the hardware and information assets required, for hosting the system. The Government may move toward hosting as a service in the longer term but the Contractor during the term of this Task Order, but initially the Contractor shall be

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

required to use the hardware and software provided by the Government. The scope also includes the maintenance of the environment, identifying, trouble-shooting, and repairing problems, and ensuring DTS' availability to users in accordance with system performance requirements (see QASP).

System security is also a contractor responsibility, including physical protection of the facility, system certification and accreditation, and other related security requirements.

Sustainment provides for application software maintenance (the DTS application software will be provided as Government Furnished Equipment / Government Furnished Information (GFE/GFI)). This will include trouble-shooting and fixing defects as specified on System Problem Reports (SPRs); incorporating Change Requests (CRs) and, supporting the resolution of Help Desk tickets. Sustainment includes integrating the application software into the DTS environment, and designing and maintaining the logical architecture of the software and system.

The Contractor shall provide DTS development to include coding and functional testing of new capabilities in the application software. It may require framework architecture design and implementation along with database and data object design and development. It requires full adherence to an approved Systems Development Life Cycle (SDLC).

### **C.3 CURRENT INFORMATION TECHNOLOGY (IT)/NETWORK ENVIRONMENT**

The following sections provide a general description of the current DTS operating environment. Complete lists of software and hardware configuration items to be provided to the contractor as Government Furnished Equipment (GFE) and Government Furnished Information (GFI) are provided in the Technical Data Package.

#### **C.3.1 Hardware**

The DTS hardware environment currently includes commercially available information technology and telecommunications equipment operating in a three-tiered architecture: a web tier, an application tier, and a database tier. Two (2) production environments are in operation along with one (1) lab environment:

- Central Data Center (CDC) 1 (the primary site) is used to support production (normal system operation)
- CDC 2 (the secondary site) provides system backup; operates as the Continuity of Operations (COOP) site; and is also partitioned to provide environments for training Government users and for testing new application software.
- Lab environment is used for software remediation and development and testing of new software capabilities. This includes white box and integration testing of application software. The lab is currently located at the contractor facility.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

Production Hardware is currently located at data centers in the National Capital Region – CDC 1 in Sterling, VA and CDC 2 in Annapolis, MD. The hardware in these environments will be provided to the contractor as GFE.

In the event that CDC 1 is unable to operate normally, CDC 2 is used as a fail-over COOP site to continue support of users. The databases between these two (2) facilities are synchronized to prevent data loss. DTS has a requirement for a minimum of 98.5% operational availability (excluding Government-approved down time) of the primary site (measured 24x7x365 with maintenance periods limited to Government-approved downtimes), and a system performance requirement for an average web page response time of not more than two (2) seconds during any hourly increment of any day. When the primary site fails over to the COOP site, (CDC 1 to CDC 2) and, CDC 2 is operating as the primary production site; the test and training environments are no longer available and CDC 2 shall meet the same performance – operational characteristics and metrics as CDC 1. Details pertaining to Hardware environments can be found in Environment Section of the Technical Data Package (TDP) (Section J, Attachment J). This includes all necessary operating system software and tools required to operate the environment.

Current DTS GFE system can process up to 470,000 vouchers per month, and current DTS GFE data storage capacity is expected to be sufficient to cover DTS usage through 2015. However, DTS may grow in terms of additional application software functionalities, potentially requiring supplementary hosting system computing resources or data storage. The Government seeks to take advantage of new developments and efficiencies in hardware and software industries.

### **C.3.2 Software**

The DTS application software was developed and maintained under contract to the Government. The DTS software is Government owned and will be furnished, along with associated documentation (such as requirements and design documents, version descriptions, and test specifications and results) to the contractor as GFI. Software and associated information assets provided as GFI are listed in the TDP. The Government will furnish DTS application software along with all other DTS information assets, as it exists at the time of task order award to the contractor. Supporting documentation will be furnished as part of the TDP and as part of the transition plan documents required of the Incumbent contractor. Certain items such as network management tools, performance monitoring tools, etc. shall be procured and maintained by the contractor.

### **C.3.3 Network and Interfaces**

The following network and system interfaces are currently in operation within DTS:

- DTS web portal for user access to the system
- Connection with Defense Information Systems Agency (DISA) NIPRNet
- Interfaces via NIPRNet with:

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

- DISA PKI for download of daily Certificate Revocation List (CRL) used for user access verification
  - Defense Manpower Data Center (DMDC) Archive/Management Information System for archiving of electronic travel records
  - DISA Global Exchange Service (GEX) to interface with DOD financial systems
- Interfaces via commercial networks or dedicated lines with:
  - Government Travel Charge Card Vendor (GTCCV)
  - Global Distribution Systems (GDS), Commercial Travel Offices (CTOs) and Travel Service Providers via OpenJaw for information on and reservations for travel arrangements
  - ITA Software for commercial airline reservation information.

### **C.3.4 Three Tier Helpdesk Model**

The DTS helpdesk employs a three-tier standard industry model for servicing DTS user problems. Oversight for the first two (2) tiers is managed by the DTMO and is not a requirement for this Task Order. A list of DTMO points of contact (POCs) will be provided upon award to ensure currency. Oversight for the third tier is managed by PMO-DTS and is a requirement for this Task Order. Tier roles are as follows:

Tier 1 (T1HD), is the first line user-facing support, and responsible for analyzing/classifying user problems, initiating help desk tickets and solving simple technical and user issues. The goal for this group is to solve 80% of all user problems and 50% of all technical problems.

Tier 2 (T2HD) consists of technical and business specialists who address more complex issues. They apply advanced technical or administrative support troubleshooting and analysis techniques. The T2HD goal is resolve 95% of remaining user related problems and 80% of remaining Technical related problems. The T2HD group will validate and prioritize technical problems before elevating them to the Tier 3 group.

Tier 3 (T3HD) support is the responsibility of the Contractor. T3HD staff is required to resolve all remaining detailed technical issues. Examples of these issues include coding defects; database or data object problems and system or hardware failures. These are expected to be technical issues that require examination and correction of code or data that is not otherwise accessible to T1HDs or T2HD. The process by which issues are currently escalated to the T3HD includes the capturing of the users work process when encountering the issue (via screenshots), a description of the problem, and an impact statement on behalf of the user. This information is compiled into a Software Problem Report (SPR).

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

These technical issues and their resolution will be assigned an SPR priority as defined below.

### **C.3.5 SPR Priorities**

SPRs are categorized into the following priority levels and disposition is determined by the Governance Body. See Section J Attachment H, Additional Agency Guidance for a summary of current SPRs by priority. The Governance body consists of the made up of ad hoc members, as necessary, and may include the functional sponsor, user representatives, program office personnel and the contractor.

- Priority 1 (P1) - CRITICAL - Any problem that will prevent the system from being deployed, or, once deployed, will cause the system to be unavailable, or prevents the accomplishment of a mission-essential capability.
- Priority 2 (P2) - SERIOUS - Any system problem that adversely affects or prevents a user from executing a mission-essential capability for which there is no acceptable workaround.
- Priority 3 (P3) - MODERATE - Any system problem that prevents a user from executing a mission-essential capability, but has a **government approved**, acceptable workaround.
- Priority 4 (P4) - MINOR - Any system problem that presents operator inconvenience but does not affect the accomplishment of a mission-essential capability.
- Priority 5 (P5) - COSMETIC - Any system problem or change that is merely cosmetic (typographical errors that do not change the meaning of an instruction or a message, a more descriptive error message, etc.).

### **C.4 OBJECTIVE**

The principal objectives of this Task Order are stated below:

The contractor shall use existing DTS system GFE hardware and GFI operating system software for initial hosting of DTS. Note: This current GFE system has demonstrated the ability to meet the contract performance requirements specified in the QASP. Within the life of the Task Order, the Government intends to migrate from a Government-owned hosting environment to a Contractor Furnished Equipment (CFE) environment where hosting is provided as a service.

The contractor shall manage and maintain two (2) CDCs: CDC 1 (production environment) to operate the system; and CDC 2 (physically separate backup facility) for Disaster Recovery (DR), Continuity of Operations (COOP), load and performance testing, and end user training. Note: Physical facilities for housing CDCs must be located in the contiguous continental United States. Equipment connected to the circuits shall be installed, tested, and successfully complete a DOD Information Assurance Certification and Accreditation Process (DIACAP) accreditation, obtaining either an Authority to Operate (ATO) or an Interim Authority to Operate (IATO).

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C – PERFORMANCE-BASED STATEMENT OF WORK

The contractor shall provide sustainment support to include maintaining the existing DTS functionality, software defect remediation, maintenance of DTS interfaces, operational support to ensure that the DTS application is available on a 24x7x365 basis, and T3HD support.

The contractor shall provide potential new development to include enhancements to existing DTS functionality. This may include enhancements to ensure compliance with new regulations, user requests, new interfaces, and adaptation to changes in the commercial travel market.

### **C.5 TASKS**

#### **C.5.1 TASK 1 – HOSTING SERVICES**

##### **C.5.1.1 SUBTASK 1.1 – Hosting Migration Planning for GFE**

The Contractor shall provide a Hosting Migration Plan (Preliminary and Final) in accordance with Section F.5, for the physical movement of both CDCs to contractor's sites. The plan shall reflect a series of specific test events with measurable and verifiable success criteria identified for each step, to ensure DTS transition is fully operational and ready to service DTS user community web traffic. Government requires transition to be fully completed (i.e., both CDCs moved and fully operational) as early as practicable, but not later than three (3) months after NIPRNet connectivity is established.

The Hosting Migration Plan must address, at a minimum, the areas below and incorporate the process and sequence details for moving COOP and PROD sites:

- a. Migration activities with third party equipment vendors as required to successfully complete the installation of the DTS equipment.
- b. Migration activities during periods of low user activity such as weekends with the site being unavailable for more no more than 72 hours.
- c. Facilities preparation, power, fire suppression, security, environmental, space plan, cabling/wiring, rack layout etc.
- d. Physical server and network architecture that is fault tolerant
- e. Inventory control of the GFE
- f. Installation details of Servers for the Web and Application Tier with High Availability/failover & system redundancy details
- g. Installation details of Data Tier Server, primary storage disc arrays, secondary storage, PRI server and peripherals
- h. Network Installation to include: NIPRNet circuits and related hardware, site-to-site communications, T1 / facsimile lines, VPN equipment, firewalls, and switches. Include test/validation time for these circuits/devices.
- i. Installation and testing of all required Interfaces
- j. Internet/DNS Registry & Protocol Management
- k. Risk identification and mitigation planning for each step of the process using the Contractors Risk Management process.

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

- l. Management and oversight responsibilities with contact details
- m. Milestones and critical success factors with demonstrable criteria
- n. A separate test plan for each move (CDC 1, CDC 2 and an integrated test for the full operational profile)
- o. Cut over plan for each move and a final cut over plan with acceptance criteria for full operational mode
- p. A detailed list of all substituted components, if any, and a recovery statement that includes a secure location, point of contact, and scheduled times the Government can recover the unused GFE components.
- q. The process and sequence details for moving COOP and Production (PROD) sites.

A complete, detailed GFE listing is located in the TDP. GFE will include, but is not limited to web servers, application servers, database servers, routers, load balancers or other network components. GFI will include, but is not limited to, operating systems, software tools, utilities and other software to operate system hardware.

The Government will maintain responsibility for funding and contracting for any required physical relocation of GFE from current locations to new hosting sites. The PMO representative will initiate processes for installing NIPRNet connectivity to new CDC sites. It is estimated the process may take up to three (3) months to establish these connections. To mitigate risk, the CDC 2 site shall be initially moved, followed by the CDC 1 site. Once NIPRNET connectivity is complete, the first set of GFE will be moved from CDC 2 to the contractor backup site; Contractor shall accept GFE and manage installation in their facility. Incumbent Contractor shall be available to provide any technical support for transfer and installation as required. The follow-on contractor must conduct and obtain full DOD IA security accreditation at the new sites; this process may take up to sixty (60) days before the site is certified and ready to “go live.” After the first site goes live, GFE move process will be repeated for moving CDC 1 hardware to the follow-on contractor’s second site.

The conceptual plan is for contractor to disable the database synchronization, the primary storage disc arrays and power down CDC 2. The PMO will oversee system transfer to the follow-on contractor’s backup site, and the Contractor shall install, test, then power up CDC 2, sync the transactional data/disc arrays and cutover system production to CDC 2. Moving, testing and syncing for CDC 1 follows, with production operations switching back to CDC 1 and backup environment restored in CDC 2. A maximum of seventy-two (72) hours of continuous non-availability is allowed during the final reconfiguration for CDC 1 (production) and CDC 2 (COOP).

Government will provide line connections to NIPRNet for new sites as required within ninety (90) days of award. Installation of NIPRNet circuits requires that Hosting services include designing physical architecture of system and networks; providing all necessary computer networking and telecommunication hardware not supplied as GFE; providing all software not supplied as GFI required for operating systems, network operations and management; providing any other commercial, non-application software needed to enable operation of DTS; and

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

maintaining all hardware support service agreements and all software licensing agreements for DTS. Hosting services include performing System Administrator functions; identifying, trouble-shooting, and repairing problems; and ensuring DTS availability to users in accordance with system performance requirements. Hosting services include providing physical protection of facilities, supporting the Government with system certification and accreditation activities, and other related system security and Information Assurance (IA) requirements. Hosting services also include system backup activities and Information Technology (IT) Contingency Planning, including coordinating with PMO-DTS to schedule exercises for system fail-over to the CDC 2 facility.

**C.5.1.2 SUBTASK 1.2 – Hosting Transition Planning for CFE (Optional CLIN X005)**

DTS may experience future growth in terms of additional application software functionalities requiring supplementary hosting system computing resources or data storage. The contractor shall take advantage of new developments and efficiencies available in the hardware and software industries that could accommodate such growth through the normal hardware technical refresh process or improved efficiencies in the application software or software frameworks.

Upon approval of the CO, and upon the exercise of the option GFE to CFE Transition Planning CLIN, the contractor shall provide a GFE to CFE Transition Plan, in accordance with Section F.5, for migrating DTS hosting to a fully CFE environment. The plan shall include demonstrable milestones and associated metrics for success factors that the Government must evaluate and approve prior to transitioning to CFE shall that will ensure compatibility with DTS application software and all other information assets.

At a minimum, the GFE to CFE Transition Plan shall address:

- a. Transition to CFE during period of low user activity such as weekend with site being unavailable for no more than 72 hours..
- b. The overall strategy for accomplishing the migration. Contractor shall address the resources required, identify the transition team's organization and responsibilities, as well as the tools, techniques, and methodologies that will be used to perform an efficient and effective transition.
- c. A project schedule, resource estimates and identification of special requirements.
- d. The transition plan shall also define management controls and reporting procedures, as well as the risks, risk mitigation and contingency plans that will eliminate operational failure including roll-back to the GFE production environment. A statement outlining the potential impact of the transition to the CFE infrastructure in terms of ongoing software development and database changes must be included.

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

- e. Milestones, critical success factors and a final test plan for verification of a successful migration in terms of operational software and production data.
- f. A decommissioning section for the GFE that includes full inventory control shall be included and comply with DoD regulations for all such activities.
- g. Application Migration:
  - Design architecture for CFE sites (Web/App/Data/Storage)
  - Setup and configure frameworks
  - Perform configuration control and validate architecture
  - Install software, validate to acceptance criteria
  - Migration of production and support data against Contractor's data migration assurance test plan
  - Testing for zero transactional data loss and recovery
  - Integration and data integrity testing and mitigation of problems
  - User acceptance testing and sign off procedures
  - Comparison of CFE environment to GFE environment (functional, response time and loaded response time)
  - Final documentation process
- h. Operation Testing:
  - Soft launch the system and operate under load
  - Monitor performance and identify anomalies
  - Produce configuration controlled operations log
  - Conduct reviews of operations logs with Government
- i. Provide an addendum(s) with test plans associated with tasks that require testing.
- j. Internet/DNS Registry & Protocol Management
- k. Status of Contractor Furnished Equipment (CFE) relative to approval by the National Information Assurance Partnership (NIAP) Common Criteria Evaluation and Validation Scheme (CCEVS).
- l. Hardware Equipment List for submittal to the Government for review/approval prior to transition to CFE Hosting
- m. Network Preparation Plan/Schedule for CFE Hosting
- n. Network Installation Plan/Schedule for CFE Hosting
- o. DTS System Verification Test Plan for CFE Hosting
- p. Plan for DIACAP certification & accreditation.

The transition, if exercised, shall be completed within 12 months after contract authorization to proceed.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

Upon completion of the transition from the GFE to the CFE environment, and after PMO and the COR acceptance, the run book requirement in **Hosting Transition Planning for GFE** is not required.

#### **C.5.1.3 SUBTASK 1.3 – Hosting Transition Out Planning**

The Contractor shall provide a Hosting Transition-Out Plan, in accordance with Section F.5, to transition DTS application Hosting services. The transition may be to a follow-on contractor or a Government entity and must reflect either a GFE or a CFE environment, whichever is in effect at the time the plan is requested. It is anticipated that the Hosting Transition-Out would occur at the end of Option Year Four (4) (should all four options be exercised), with a period of performance not to exceed nine (9) months to complete final transition.

Significant knowledge transfer will likely be required to complete a seamless transition to a new Hosting entity. The Contractor's plans must reflect an approach that transfers required knowledge without divulging any proprietary information, and ensures a successful transition, with no more than seventy-two (72) hours of production downtime before establishing full operational capability at the new hosting facility.

Detailed requirements and time required to execute Transition-Out may vary depending on the Contractor's operational concepts and specifics of CFE –vs- GFE hosting environments at the time of transition.

Four (4) months prior to transition, the contractor shall provide a transition plan for CDC 1 and CDC 2 migration to a new contractor with all the activities and tasks required to maintain and sustain all the hardware and related operating systems software for both CDCs.

#### **C.5.1.4 SUBTASK 1.4 – Operational Hosting Services**

The contractor shall perform the following specific tasks:

- Maintain the computing environment to achieve and sustain performance and availability requirements as stated in the following sections: **Operational Availability Requirement** and **System Performance Requirements** and **Performance Tuning**.
- Manage network connections to the established end points of demarcation. As per common business practices, hosting services involve layers 1, 2, 3 and 4 of the Open Systems Interconnection Model used by industry. (The sustainment and development services involve layers 5, 6 and 7.).
- Manage and maintain the operating system software and the general operating environment.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

- Manage and maintain all third party software including patches and upgrades from the appropriate vendors. Manage upgrade activities and third party license issues as they pertain to the system environment.
- Perform the duties as Oracle Database Administrator (DBA) for the database (DB) server administration and data synchronization.
- Perform any other action in accordance with standard practices and operating procedures to maintain system performance and availability requirements.
- Monitor system performance testing and final stage functional testing on the backup site to assure newly developed code, data structures and frameworks comply with performance specifications before release to the production system.
- Manage, plan, advise, and implement system capacity, scaling, and obsolescence details and activities, including system component end-of-life issues.
- Collect and review operational and system performance metrics as required ensuring service delivery requirements are met, see QASP.
- Prepare and implement (if CO-exercises CFE Transition option) a plan to decommission GFE environment.
- Maintain, modify, update, and submit DTS documentation. Documentation will be submitted in electronic format.

Decisions on operational issues, all non-availability periods, software migrations, release schedules, system upgrade and changes, and any related risks assumed by the Government will be made by the PMO. As directed by the Program Manager for the DTS effort, designated personnel that support the DTS, shall have access to the contractor facilities. In no case shall contractor deny the Government access to inspect contractor's facilities. This includes the production environment (CDC 1 and CDC 2) and the testing and lab environment.

Government requires multiple data points/metrics provided at varying intervals in order to ensure effective program management of the DTS. These data points/metrics consist of real-time, regularly scheduled, and ad hoc DTS performance information. The Contractor shall provide additional operational metrics, as required and consistent with standard industry practices, to the Government.

### **C.5.1.4.1 Operational Availability Requirements**

The DTS system operational availability shall be a minimum of 98.5%, measured 24x7x365 with maintenance periods limited to Government approved downtimes. Documentation of system operational availability shall be reported on a periodic basis. Operational availability requirements apply to both Production and COOP systems. Downtime approvals are issued by the Government for routine and emergency maintenance of the system and its physical and logical components, upgrades to the software or hardware components of the system, and for testing, when such testing requires making DTS unavailable to the users. The Contractors shall provide a rationale and schedule for all downtime events and the Government must approve in

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

advance. Approved downtime that complies with the advanced Government approval shall not affect the Contractors performance metrics.

#### **C.5.1.4.2 System Performance Requirements**

System performance requirement is an average web page response time of not more than two (2) seconds during any hourly increment of any day for the production system. This will be measured inside the DTS firewall and assessed on a monthly basis (based on calendar days). Documentation of system performance shall be incorporated into the Monthly Status Report.

#### **C.5.1.5 SUBTASK 1.5 – Performance Tuning**

The contractor shall be responsible for monitoring the performance of all physical and logical components of the system. This shall include all operational metrics such as Central Processing Unit (CPU) and memory consumption, network bandwidth and server request/reply response times, plus any other usual and customary system parameters as is normal in commercial best practices for the contractor's hosting operations. The Contractor shall use ISO 9001:2008. The contractor shall tune or adjust the system components to meet the minimum system requirements.

#### **C.5.1.6 SUBTASK 1.6 – System Backup**

All data, software operating environments, plus configurations for those environment(s) and machine readable application code shall be fully backed up after any incremental change. Contractor shall also provide any other electronic files, software, or other items necessary to restore environments to an operational status. In addition, whenever the contractor changes configuration of hardware, architecture or other contractor-owned or leased software, contractor shall deliver these changes via electronic means, within one (1) week of making such change.

Backups shall be delivered within one (1) week. These shall be machine-readable electronic media to be proposed by the contractor, or using file transfer methodologies. The government will verify delivery of the backups to the approved facility through review of security logs. The Contractor shall not rely upon these backups for their operations.

#### **C.5.1.7 SUBTASK 1.7 – Configuration Management**

Configuration management includes all standard system software to facilitate System Administrator and management roles. Configuration Status Accounting Information shall be tracked and reported in the Configuration Item Identification Inventory.

The Contractor shall procure Bill of Materials (BOM) items (see TDP for list of current BOM items). PMO DTS will seek approval of any new hardware items by the Designated Approval

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

Authority (DAA) to ensure National Information Assurance Partnership (NIAP) compliance. Once approved hardware is integrated into the DTS, the Contractor shall submit an updated network diagram reflecting the change.

The Contractor shall be responsible for maintaining all licensing, hardware support, and related agreements for all GFI and GFE. The Contractor shall ensure GFE is upgraded and/or replaced in accordance with the Government approved Configuration Management Plan. The Contractor shall not make substitutions for hardware or software that are not in accordance with the Government approved Configuration Management Plan.

### **C.5.1.7.1 Configuration Audit**

The Contractor shall deliver the Configuration Audit Plan (CAP), in accordance with Section F.5, containing information required for conducting Functional Configuration Audits and Physical Configuration Audits. Use of MIL-STD-973 and MIL-HDBK-61A for guidance is encouraged:

The Contractor shall state the purpose and objectives of the audit in terms of the contract requirement for the audit. The following items shall be addressed in the CAP:

- a. Identify the Hardware Configuration Items (HWCI) to be audited. Each HWCI shall be identified by nomenclature, serial number, and any other applicable identifiers.
- b. Identify the Computer Software Configuration Items (CSCI) to be audited. Each CSCI shall be identified by software title, code identification number, software inventory numbering system, and/or filename, as appropriate.
- c. Summary of the hardware and software contractual requirements against which the audit will be conducted as specified in work statements, specifications and approved plans.
- d. Outline of the proposed audit procedure for each item to be audited.

The Contractor shall identify proposed milestones for the audit(s). The Contractor shall provide the results of each audit to the Government, upon request.

### **C.5.1.8 SUBTASK 1.8 – Rollback Plan**

The Contractor shall create, within thirty (30) days of completing transition of DTS to the contractor's CDC sites, a Rollback Plan – Operational Status for restoring DTS when any infrastructure modifications; operating system changes/patches; utility updates; configuration changes; or when any modifications to operating software for server or network components causes system failure, instability or a diminution of performance.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C – PERFORMANCE-BASED STATEMENT OF WORK

The Contractor shall create a Rollback Plan –Application/Configuration Changes for backing out application changes to software, frameworks and logical configurations within three (3) months of task order award.

The contractor may suggest a roll back to a previous version, or recommend not fielding a patch, release, or software change should they be able to show a negative impact to the DTS system's required performance criteria. The Rollback Plans can be incorporated into other documents, such as the Configuration Management Plan, or developed as internal technical documents that will be provided upon Government request.

### **C.5.2 TASK 2 – SUSTAINMENT AND DEVELOPMENT (S/D) SERVICES**

#### **C.5.2.1 SUBTASK 2.1 – Sustainment and Development Task Overview**

The contractor shall perform the following specific tasks:

- a. Provide program management associated with planning, monitoring, controlling, program execution, and lead integration.
- b. Collect and analyze database statistics, events, availability, performance and trends.
- c. Perform Configuration Management audits and identify configuration items throughout the SDLC process.
- d. Provide the Government unrestricted access to the contractor's DTS technical and operational documentation via electronic means.
- e. Attend meetings (such as Staff Meetings, Configuration Control Board, Program Reviews) as required by the COR.
- f. Maintain and support a code vault and versioning system per industry best practices.
- g. Maintain, modify and update DTS documentation. Deliver required in electronic format.
- h. Deleted.
- i. The Contractor shall provide any operational data to the Government upon request.

The required documentation deliverables are as follows:

- a. Updates: minor modifications to the system aligned with the production baseline.
- b. Deltas: significant modifications to the system, new documentation shall contain details describing only the changes, and shall align to the new production baseline.
- c. Baselines: a full documentation package is created that includes all previous deltas and new changes. Baselines may be required at the request of the Government.

The Contractor shall create, maintain and update a DTS Operations Plan, in accordance with section F.5. The Operations Plan shall describe how the operational posture of DTS is managed and controlled. At a minimum, the plan shall include facilities, infrastructure (hardware,

## SECTION C – PERFORMANCE-BASED STATEMENT OF WORK

operating systems), database management, DTS application monitoring/management, personnel, roles/responsibilities, and change management. The plan should also address:

- a. What is required to run operations out of either CDC facility
- b. Availability
- c. Responsiveness
- d. Hours of support
- e. Scaling and Obsolescence process
- f. Tools used

The Contractor shall receive the set of existing baseline documentation after Task Order award.

### **C.5.2.2 SUBTASK 2.2 – Engineering Changes**

Engineering Change Proposals (ECPs) shall be provided in response to Functional Requirements Document (FRD) and Change Proposals (CP), or equivalent, submitted by the authorized PMO-DTS representative for enhanced, modified or new software capabilities. ECPs shall be provided in accordance with Section F.5.

The ECPs shall provide a sufficient description of the proposed change so that the Government CCB can make an informed decision on whether or not to proceed with the change, to include: background, description, requirements statements, VCRI statements, diagram visual process description, staffing/schedule estimates, and risk assessments (technical, schedule, and cost). Project summary shall be organized to include:

- a. Work Breakdown Structure (WBS) Elements with rough order of magnitude (ROM) in hours
- b. Schedule estimates for the project and impact (if any) on existing projects
- c. Staffing requirements by roles and hours
- d. Cost
- e. Risk assessment for the project in terms of technical, schedule and cost

Once an ECP is approved by the government to proceed, then all drawings and diagrams, required for the various technical documents, impacted by the ECP shall adhere to the Department of Defense architectural Framework (DODAF) standards and delivered at PRR. Existing DODAF drawings and diagrams that are used shall be updated to the latest version. The DODAF designations herein refer to views in Version 2.0 (or most current version as of the date of solicitation).

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

### **C.5.2.3 SUBTASK 2.3 – Interface Engineering and Development**

The following section provides guidance on technical documents that are required to maintain accurate documentation of the DTS application and infrastructure.

#### **Interface Requirements Specification:**

For every interface development effort pursuant to an FRD (or equivalent), the Contractor shall deliver an Interface Requirements Specification (IRS). The IRS specifies the requirements imposed on one or more systems, subsystems, HWCIs, CSCIs, manual operations, or other system components to achieve one or more interfaces among these entities. The IRS shall be delivered within 30 days of a Production Readiness Review (PRR) milestone for new development activities. See DoD Data Item Description (DID) DI-IPSC-81434A for further guidance.

#### **Interface Design Description:**

The Contractor is responsible for maintaining existing interfaces, modifying existing interfaces and developing new interfaces (and related documentation) for the DTS. The government provides oversight and review of the results of the contractor's efforts through the PMO DTS test group. The Contractor shall provide an Interface Design Description (IDD) after completing any interface development or modification. The IDD describes the interface characteristics of one or more systems, subsystems, HWCIs, CSCIs, manual operations, or other system components. The IDD shall be delivered within 30 days of a PRR milestone for new development activities. See DoD DID DI-IPSC-81436A for further guidance.

### **C.5.2.4 SUBTASK 2.4 – Engineering Documentation for DTS Information Assets**

The following section provides guidance on technical documents that are required to maintain accurate documentation of the DTS application and infrastructure.

#### **Software Product Specification:**

The contractor shall submit the revised Software Production Specification (SPS) for releases with new development or major content changes. An updated SPS is required at the production readiness review. An updated SPS is not required for a Sustainment release.

In documents where duplicate information exists, the contractor shall identify what document contains the required information and incorporate the information in other documents by reference. The referenced document shall reflect the most current production baseline.

The SPS contains or references the executable software, source files, and software support information, including “as built” design information and compilation, build, and modification

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

procedures for a CSCI. The SPS shall be delivered within 30 days of a PRR milestone for new development activities. See DoD DID DI-IPSC-81441A for further guidance.

### **System/Subsystem Specification:**

For each new software release, (excluding SPRs) the Contractor shall deliver a System Subsystem Specification (SSS), to keep the SSS current with the current production baseline.

The SSS shall include flow control diagrams for internal system and provide traceability between the Configuration Items and the DTS System Requirements, including traceability of DTS System Requirements to Defense Travel Policy and Business Rules. The SSS shall comply with all requirements in IEEE/EIA 12207.1-1997 Lifecycle Data subsection: 6.26 System Requirements Specification.

If any of the information listed above is found in other documentation required by the PWS, that requirement shall be incorporated by reference to the other document providing the referenced document is up to date, per the current production baseline.

The SSS specifies the requirements for a system or subsystems and the methods to be used to ensure that each requirement has been met. The SSS shall be delivered within 30 days of a PRR milestone for new development activities. See DoD DID DI-IPSC-81431A for further guidance.

### **System/Subsystem Design Description:**

The contractor shall provide a System/Subsystem Design Description (SSDD), describing the overall system and subsystem architectures needed to implement the DTS functional capabilities. It shall include system and subsystem component level architecture with sub and external system interface specifications using deployment diagrams, collaboration diagrams and sequence diagrams as required to accurately depict the architecture.

The SSDD shall comply with the requirements in IEEE/EIA 12207.1-1997 Lifecycle Data; subsections: 6.25 System Architecture and Requirements Allocation Description; 6.3 Concept of Operations Description.

The SSDD shall be delivered within 30 days of a PRR milestone for new development activities. See DoD DID DI-IPSC-81432A for further guidance.

### **Database Design Description:**

The Contractor shall provide a Database Design Description (DBDD), in accordance with the requirements in IEEE/EIA 12207.1-1997 Life cycle Data, subsections: 6.4 Database Design Description. In the event requirements conflict with this PWS the PWS shall prevail.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C – PERFORMANCE-BASED STATEMENT OF WORK

The DBDD describes the design of a database, that is, a collection of related data stored in one or more computerized files in a manner that can be accessed by users or computer programs via database management system (DBMS). The DBDD shall be delivered within 30 days of a PRR milestone for new development activities. See DoD DID DI-IPSC-81437A for further guidance.

### **Release Notes**

For each software release (including SPRs) the Contractor shall deliver Release Notes detailing the contents of the release. This documentation shall be a supplement to the above documents and should detail the functional changes impacting the user community. Associated technical changes that may impact the user community shall be included as well. A draft of these release notes shall be available to PMO for review at the start of testing and shall be finalized prior to implementing the release in production. The Release Notes shall be available to the user community when the release is implemented and will be distributed through DTMO/TAC existing channels.

The Release Notes shall be labeled by both the common release name as well as the designated number for the release and a mapping of release name to number shall be maintained by the contractor. A repository of the Release Notes shall be maintained for future reference by PMO DTS. Release Notes are instrumental to future Government test, evaluation and audit activities.

### **C.5.2.5 SUBTASK 2.5 – Sustainment Services**

The Contractor shall provide the following sustainment services:

- Maintain existing application software, middleware, frameworks, database, data objects, and perform ongoing defect remediation and updates.
- Support planning and control of all system operations, capacity planning and maintenance activities.
- Implement routine maintenance and installation of software and middleware products.
- Monitor and support DTS databases data and objects and any applications of middleware associated with them.
- Trouble-shoot and resolve data issues.
- Maintain logical component of system interfaces.
- Provide, maintain, operate and support a software defect tracking tool, and provide PMO electronic access for at least fifteen (15) concurrent users. The tool shall, at a minimum, have the capability to include the following information about software defects, including SPRs: tracking number, title, description, priority, functional area, user impact, and proposed release to incorporate repair. The tool shall support the migration of existing remediation information.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

- Maintain and manage software and updates for GDS, OpenJaw, ITA software and all other logic components of the system, including detailed analysis of logs and system configurations and remediation of problem issues associated with such components.
- Perform tasks required to achieve system stability of operation for both CDC 1 (production) and CDC 2 (COOP) systems (such as routine recycling of application and middleware components as required).
- Support for software, interfaces and other logical components of the system to ensure transactional and archival integrity of all financial data and interface information.
- Maintain a development and lab environment(s) to support source code and logic component remediation. Such environment(s) shall include ability to test new code fixes, configuration modifications and updates or modifications to any logic components of the system. The environment shall allow for full integration testing in accordance with industry best practices. Environment(s) must include ability to test against a representative data set, simulate transactions and interface stubs as required.

The contractor shall provide dedicated workspace (hotelling cubicles with telephone and direct high speed internet) at the sustainment/development site for concurrent use by up to five PMO DTS government staff.

### **C.5.2.6 SUBTASK 2.6 – Development Services (Optional CLIN X004)**

The contractor shall perform the following tasks:

- Design and implementation of CRs for enhanced software functionality or improved usability.
- Deleted
- Analyze system engineering and architectural issues, lead efforts in planning, analysis, engineering review, improvement and integration of DTS architecture as relates to all software servers, frameworks, application software, middleware, and databases.
- Develop logical components for system interfaces.
- Provide, maintain, operate and support a requirements versioning tool, and provide the Government electronic access for at least fifteen (15) concurrent users. The tool shall, at a minimum, have the capability to migrate existing software requirements and their respective versions.
- Provide, maintain, and operate environments for software development and contractor and Government testing.
- Maintain development and lab environment(s) to support source code development or newly acquired software products. Such environment(s) shall include ability to test newly developed code up to and including full integration testing in accordance with industry best practices. Environment(s) must include ability to test against a representative data set, simulate transactions and interface stubs as required. Government access for integration and initial functional tests shall be provided.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

- Support the creation of external connections to the reporting database. The Contractor shall maintain and provide updates to the users' guide (at a minimum bi-annually) if development efforts, changes modifications, or expanded tool functionality/capability warrants.
- Support the development of additional reports and associated data elements to the data mart based upon new reporting requirements.

The Contractor shall provide a Software Development Plan (SDP) in accordance with Section F.5. The SDP describes a developer's plans for conducting a software development effort, including the SDLC and related milestones, while minimizing risk.

The plan shall contain all requirements in "IEEE/EIA 12207.1-1997 Life cycle Data" subsections: 6.5 Development Process Plan, 6.11 Project Management Plan, 6.17 Software Development Standards Description and 6.18 Software Integration Plan. See DoD DID DI-IPSC-81427A for further guidance.

The contractor shall provide a Software Version Description (SVD) for each version of production software at the PRR milestone. The SVD identifies and describes a software version consisting of one or more CSCIs. It is used to release, track, and control software versions. The SVD shall comply with all requirements in IEEE/EIA 12207.1-1997 Lifecycle Data" subsections: 6.13 Software Configuration Index Record. Develop enhanced or new capabilities for application software, middleware, frameworks, database, and data objects. See DoD DID DI-IPSC-81442A for further guidance.

The Contractor shall also submit a Software Design Description (SDD). The SDD describes the design of a CSCI. The SDD shall include the requirements in "IEEE/EIA 12207.1-1997 subsections: 6.12 Software Architecture Description, 6.13 Software Configuration Index Record and 6.16 Software Design Description. The SDD shall be delivered within 30 days of a PRR milestone for new development activities. See DoD DID DI-IPSC-81435A for further guidance.

For newly developed software the Contractor shall provide a Software Requirements Specification (SRS). The SRS specifies the requirements for a CSCI and the methods to be used to ensure that each requirement has been met. The SRS shall adhere to the requirements in "IEEE/EIA 12207.1-1997 Life Cycle Data" subsections: 6.22 Software Requirements Description and 6.27 Test or Validation Plan. The SRS shall be delivered within 30 days of a PRR milestone for new development activities. See DoD DID DI-IPSC-81433A for further guidance.

Development services include implementing new capabilities as defined in a Government-provided Functional Requirements Document (FRD), or equivalent, when issues by a Government POC. Software engineering studies and analyses, design and development of new software and framework architectures, middleware, interfaces, and interface protocols, as well as modifications to existing interface protocols, may also be required by the Government POC.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

**C.5.2.7 SUBTASK 2.7 – Testing Services**

The Contractor shall provide the following:

- Test DTS application software, middleware and frameworks using industry standard software quality assurance methods and reporting metrics.
- Maintain, modify or develop test scripts for functional, load, regression, vulnerability and stress testing.
- Execute test scripts, capture test artifacts, record the results and attach all test artifacts in the contractor test management tool.
- Support Government Interoperability test requirements in accordance with Contractors Test Plan.
- Maintain and provide one (1) test environment with external interfacing connections to the PMO for testing. This environment will primarily be used for System Acceptance Testing and any changes made to any financial interfaces that require end-to-end testing. Testing activities will vary in size, scope and duration, requiring the contractor to provide only the baseline environment with interface connections. If additional patches, configuration changes, or data modifications are needed, the Contractor shall be expected to make the changes necessary to execute a successful test event.

**C.5.2.8 DELETED.**

**C.5.2.9 SUBTASK 2.9 – Sustainment/Development Transition to CFE Hosting**

The Government desires to transition the DTS application-hosting environment from a GFE system to a CFE (“hosting as a service”) system within the next three (3) years, subject to the findings of a cost and feasibility study conducted jointly by the contractor and the government. Upon request of the COR, the Contractor shall provide a Sustainment/Development Transition to CFE Hosting Environment Transition Plan, in accordance with Section F.5.

**C.5.2.10 SUBTASK 2.10 – Sustainment/Development Transition-Out Option**

The Contractor shall provide a Transition-Out Plan, in accordance with section F.5 to transition application software S/D services to a follow on contractor. It is anticipated that the transition-out would occur at the end of Option Year Four (4) (should all four options be exercised), with a period of performance not to exceed six (6) months to complete final transition.

Four (4) months prior to transition, the Contractor shall submit a detailed transition plan that includes: project schedules, resource estimates, assumptions, and identification of special requirements.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

**C.5.2.11 SUBTASK 2.11 – Performance Tuning**

The contractor is responsible for tuning logical aspects (i.e., DTS application software, frameworks, middleware and logical configuration items together with the database components) to meet performance requirements.

**C.5.2.12 SUBTASK 2.12 – Software Development Life Cycle (SDLC)**

The contractor shall have a documented SDLC processes and milestones that will enable creation and delivery of high quality software to the Government. The contractor shall apply these processes in both modifying software for sustainment releases and in developing software for new capabilities for DTS. Modification and development of software must be approved by the PMO in accordance with the approved Configuration Management Plan, which is described in the **Configuration Management** section.

**C.5.2.13 DELETED.**

**C.5.2.14 SUBTASK 2.14 – Software Engineering**

The contractor shall carry out software engineering studies and analyses as directed by the COR to create an evolutionary plan for DTS. Objectives of improvements may be in the areas of maintainability, performance, reliability, extensibility, scalability, functionality, usability, or quality of developed code. Studies and analyses may also be required in support of transitioning the hosting environment from a GFE to a CFE (“hosting as a service”) environment as discussed in the **Sustainment/Development Transition to CFE Hosting Environment** section.

**C.5.2.15 SUBTASK 2.15 – Software Sustainment**

The Contractor shall receive DTS application software, data objects and other information assets (as defined in the technical data package) as GFI and shall maintain these as described below. The CDC 2 site serves multiple purposes including use for load, stress and user acceptance testing as well as training. As instructed by the PMO-DTS, the contractor shall provide DTS application software sustainment and maintenance and test all modified software to verify performance in accordance with requirements, and migrate tested and Government-accepted executable software to the hosting environment(s) for installation. The Contractor shall provide sustainment services include:

- Analysis and correction of SPRs.
- Support resolution of TAC (“help desk”) trouble tickets received from the DTMO.
- Analysis and correction of application performance degradation.
- Design and implementation of software CRs resulting from Public Law changes or DOD regulatory changes, **accounting system table changes for fiscal year cross-over.**

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C – PERFORMANCE-BASED STATEMENT OF WORK

- Full SDLC testing of application software patches and updates.

These services may include maintenance, modifications, updates or additions to existing database tables, data objects and logical frameworks, servers, and middleware products, and configuration support for all such components. The contractor is further required to provide migration support and oversight to the hosting environment for all newly installed application software products and components.

Application software changes will be incorporated into DTS software maintenance releases to provide continual system improvement upon approval of the PMO. The DOD sustainment plan is for an average of four (4) such releases per year.

The contractor is responsible for application software, logical frameworks, middleware and server platforms and tools, data and storage management, and designing and maintaining logical architecture and software data structures (including newly developed capabilities) to be compatible with CDC 1 (production) and CDC 2 (COOP) environments

### **C.5.2.16 SUBTASK 2.16 – Software Testing and Integration**

The contractor shall conduct complete lifecycle testing in accordance with best industry standards and accepted practices. As noted in **Development Services** and **Testing Services** sections, the contractor shall maintain environments for testing of all application software and associated data. These environments shall include the application framework and logical servers to emulate the production architecture together with stub environments to emulate all system-wide interfaces and a database with data objects that are representative of the production environment. The contractor shall provide testing tools to capture all test result artifacts. Prior to conducting any software testing the contractor shall submit the Software Test Description (STD).

The STD describes the test preparations, test cases, and test procedures to be used to perform qualification testing of a CSCI or a software system or subsystem. The STD will be delivered 15 days prior to the Test Readiness Review (TRR) milestone for new development activities. See DoD DID DI-IPSC-81439A for further guidance.

Testing shall include module (white box) and integration (gray box) level testing and remediation, followed by vulnerability, Information Assurance (IA) compliance, regression and functionality testing before delivery to the Government for testing and acceptance. The scope of Government testing will correspond to intended improvements, sustainment corrections and performance enhancements that address the collection of SPR and CR code changes introduced with each Maintenance Release. The Government may perform any combination of integration, functional, regression and qualification test scenarios that support Government acceptance for production fielding of Sustainment and Maintenance Releases Final load and stress testing, along

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C – PERFORMANCE-BASED STATEMENT OF WORK

with user acceptance tests. All testing may be subject to witnessing by the Government designated personnel who will be named prior to the event.

Within ten (10) days of completion of contractor testing the contractor shall deliver the Software Testing Report (STR), all requirements in “IEEE/EIA 12207.1-1997 Lifecycle Data” subsections: 6.29 Test or Validation Results Report. The STR is a record of the qualification testing performed on a CSCI, a software system or subsystem, or other software-related item. See DoD DID DI-IPSC-81440A for further guidance.

### **C.5.2.17 SUBTASK 2.17 – Software Quality Performance Reports (SQPR)**

The contractor shall deliver a software quality evaluation and performance review (SQPR) on the quality of the software in accordance with ISO 9126 and ISO/IEC 12207 for new developed application software within 30 days after software release of new system functionality.

The evaluation of the Software Quality Performance Reports (SQPR) may include manual examination of the code and/or analysis using appropriate software tools, and may be done by a third party entity. This third party will be independent of this contract. However, the Contractor shall be required to meet with the third party entity and may be required to provide the source code and any other pertinent information which enables the third party entity to conduct an independent evaluation of the SQPR's.

### **C.5.2.18 SUBTASK 2.18 – Configuration Management**

The contractor shall maintain a code vault to manage existing and future source and executable software, configurations and configuration management information. The Contractor shall support transition of executable software and configuration artifacts and data objects to the CDC1 and CDC2 hosting environments. The Contractor's code repository shall be compatible with the existing versioning scheme.

The contractor shall prepare, submit, and maintain a Configuration Management Plan (CMP), in accordance with section F.5. The CMP shall apply to all software configuration items and all corresponding software units, and shall conform to the general requirements in the Government CMP. The contractor shall maintain the software units through a version control system, using existing established version designations, in order to maintain baseline integrity within all baselines. The contractor shall also provide traceability of the contractor developed software units to the software configuration items that make up the DTS. The contractor CMP shall also incorporate the change control mechanisms and procedures for managing all change events to include CR, ECP, and fixes to SPRs.

#### **C.5.2.19 SUBTASK 2.19 – Helpdesk Support**

The Contractor shall provide all required Tier 3 (T3HD) helpdesk support. This shall include but is not limited to: resolving advanced problems relating to data or database issues, software defects, interface issues, or other system related problems that range from hardware and networks through software and supporting frameworks.

The Contractor shall directly support all helpdesk activities through in-depth analysis of system components (logical and physical) in a testing environment, develop a get well plan and implement the plan upon approval of the Government. Additional technical support activities may require direct contact with the T1HD and T2HD levels for user assistance support.

#### **C.5.3 TASK 3 – BUSINESS INTELLIGENCE AND REPORTING SERVICES**

The contractor shall support the Data Mart and the Business Intelligence (BI) tool as required. This includes but is not limited to maintaining and developing the database, data objects and BI tool objects as defined below

##### **C.5.3.1 SUBTASK 3.1 – Recurring and Ad Hoc Reports**

The contractor shall support all requests for recurring and ad hoc and monthly reports. These reports will be pulled from the existing database data and/or the archive database data. The Contractor shall be provided a list of all monthly reports that are re-occurring, but may have additional reports due on a case by case basis. Monthly data pulls shall take three (3) working days (or less) to complete. Larger data pulls may take longer but the contractor is required to provide a delivery date within twenty-four (24) hours after receiving the request. The contractor shall also provide Ad Hoc reports. These reports could include but not be limited to investigative inquiries; Freedom of Information Act (FOIA) requests; Inspector General (IG), Government Accountability Office (GAO), supporting criminal investigations and other Government Agencies that request data for their agencies. These data pulls shall not take longer than five (5) working days complete. When more involved requests are anticipated to take longer, the contractor is required to provide a delivery date within twenty-four (24) hours which will be subject to Government approval in cases where it exceeds the five (5) working day requirement. In case of national and/or weather emergencies, the Contractor shall be required to pull the data within hours of receiving the request. Typical data that is required for these types of requests are a list of personnel within a set location area.

The list of current reports is in Section J, Attachment J (Recurring Report List).

##### **C.5.3.2 SUBTASK 3.2 – Compliance Auditing**

The contractor shall be required to support external auditing efforts relative to determining the system's compliance with federal laws, regulations and policies, including but not limited to: A123, Federal Information Systems Control Audit Manual (FISCAM), DIACAP, Federal

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

## SECTION C – PERFORMANCE-BASED STATEMENT OF WORK

Financial Management Improvement Act (FFMIA), Statement on Standards for Attestation Engagements, No.16 (SSAE-16) and related regulatory requirements. In addition to supporting the resolution of preliminary audit findings, the contractor shall be required to work with external audit personnel to provide access, information, and demonstrate compliance with controls mandated for system compliance. Information is needed in real-time or near real-time about system areas, which may have potential vulnerabilities/violations. Final audit reports are expected to include documenting non-conformances and corrective actions associated with assessments/inspections. The contractor shall be required to develop remediation plans which include a method to manage resulting actions to include identifying and tracking and verification of actions taken. The contractor shall deliver a Compliance Auditing Support Plan, in accordance with Section F.5, to address any unresolved preliminary findings at time of award, their plan for supporting future audits, and their standard practice for supporting audit compliance and reporting and remediation of actionable items.

### **C.5.3.3 SUBTASK 3.3 – Business Intelligence Development and Support**

DTS reporting is available to DTS users worldwide through a COGNOS<sup>R</sup> reporting tool that is part of DTS. The contractor shall operate and maintain this COGNOS<sup>R</sup> reporting tool and its associated data mart. This tool is installed in the DTS production environment. The contractor shall use the existing ETL tool to populate and maintain a data mart that is optimized for this COGNOS<sup>R</sup> reporting. The contractor shall operate this reporting tool and data mart such that data reported will be no more than twenty-four (24) hours behind the production's transactional data. The contractor may see spikes in reporting requirements due to auditing and travel compliance needs. The contractor shall optimize the reporting tool and associated data mart such that these spikes do not impact the above reporting requirements.

In addition, the contractor shall develop all reoccurring reports in the data mart. The contractor shall remove the reoccurring reports from the current DTS Reports Scheduler reporting tool as they are developed in the data mart with the goal of eliminating the Reports Scheduler tool from DTS.

### **C.5.4 TASK 4 – INFORMATION ASSURANCE (IA)/SECURITY/IT CONTINGENCY PLAN**

The Contractor shall perform IA on DTS Hosting system. IA covers all actions that protect and defend the DTS information system by ensuring availability, integrity, authentication, confidentiality and non-repudiation. This includes providing for restoration of the DTS information system by incorporating protection, detection and reaction capabilities.

The Contractor shall coordinate and support Certification and Accreditation (C&A) process when periodic re-accreditation is required or as a significant system change dictates the need with the COR. DTS is a Mission Assurance Category II, Sensitive (MAC II) system and its IA posture is maintained by implementation of IA Controls of DODI 8500.2, E4, along with any

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

DLA required controls and requirements.

Contractor shall maintain DTS System Accreditation by continuously monitoring DTS IA posture, and through reviewing IA control implementation and revalidation of those controls as dictated by significant system changes. The Contractor shall perform Phase Four DIACAP tasks along with DLA requirements consistent with maintaining DTS Accreditation such as:

- Incorporating any new or modified IA Controls
- Mitigating any identified security vulnerabilities
- Conducting monthly vulnerability scans utilizing DISA Field Security Office (FSO) approved methods and standards
- Supporting Government directed penetration testing no less than every two (2) years or after a major security breach.
- Executing DTS Plan of Action and Milestones (POA&M) actions maintained by DTS Enterprise Mission Assistance Support Service (eMASS) and VMS

The Contractor shall comply with the following security requirements:

- Contractor shall provide a copy of all IA security scans to DLA Computer Network Defense Service Provider (CNDSP) and the IAM, and shall upload scan results to the DTS Vulnerability Management System (VMS) within prescribed timelines of the DTS VM Plan.
- Contractor shall provide a copy of security logs and remote user access logs to the DLA CNDSP and the IAM in accordance with existing DLA policy on a monthly basis.
- Contractor shall continue implementation and maintenance of Host Based Security System (HBSS) on all DTS servers, providing monthly metric updates to the DLA CNDSP and the IAM to monitor compliance.
- Contractor shall update DLA/DTS eMASS application by providing updates and artifacts related to IA controls for approval by the Government representative and the IAM as instructed by the PMO.
- The contractor shall provide yearly (at a minimum) most current DIACAP and component IA control artifacts in accordance with DODI 8510.01.
- Contractor shall populate/maintain DLA/DTS VMS and provide mitigation strategies for Government and DLA CNDSP review and approval related to open items. Contractor shall provide listings of CAT 1 and 2 items that require POAM or Risk Assessment approval using POAM template provided by DOD IAM. The template requires explanation detailing when each finding will be closed, or why a finding cannot be closed if a Risk Assessment is needed.
- Contractor shall comply with security investigations for privileged users as stated in DODI 8500.2, E3.4.8 DoDI and in accordance with guidance provided by DOD.
- Contractor shall comply with United States Cyber Command (USCYBERCOM) orders and directives, and implement changes to DTS as required by USCYBERCOM.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

- Contractor shall ensure that all software and hardware are covered under maintenance and support agreements with specific vendors in accordance contract requirement. Items not covered under an agreement, or no longer supported by maintenance agreements, shall be reported to the Government monthly per DODI 8500.2. Hardware and software shall be maintained and configured per DOD Security Technical Implementation Guide (STIG) and Information Assurance Vulnerability Alerts (IAVA), to include IAVA patches.
- Deleted.
- The Contractor shall provide a IT Contingency Plan in accordance with Section F.5.
- The contractor shall use NIST SP 800-34, Rev 1, Contingency Planning Guide for Information Technology Systems to develop the IT Contingency plan and format.
- Contractor shall participate in an annual COOP and Incident Response exercise developed by the PMO-DTS and providing information to the PMO-DTS for their completion of after action reports.Deleted.
- Contractor shall comply with requirements of the Office of Management and Budget (OMB) Memo 06-16, Protection of Sensitive Agency Information, DOD Memorandum of June 23, 2006 and DOD Guidance on Protecting Personally Identifiable Information (PII), and DLA Policy and Procedures when Personal Information is Lost, Stolen or Compromised.
- Contractor shall notify the DTS IAM within one (1) hour in the event of a PII Incident.
- Contractor shall provide information regarding the PII incident to assist the PMO-DTS investigation of the PII incident.
- Contractor shall comply with technical certification and training as specified in Department of Defense Instruction (DODI) 8570.01-M Information Assurance Workforce Improvement Plan, through Change 3, of April 2010 through life of the contract.
- The software shall not contain any code that does not support a software requirement.
- The Contractor-developed software shall be free from all computer viruses, worms, time-outs, time bombs, back doors, disabling devices and other harmful or malicious code intended to or which may damage, disrupt, inconvenience or permit access to the Software user's or another's software, hardware, networks, data or information.

The Contractor shall maintain DTS Security in accordance with current DODI 8500.2 IA Implementation, DODI 8510.0 I DIACAP and National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 NIST 800-53\_rev4 requirements.

### **C.5.4.1 SUBTASK 4.1 – Disaster Recovery, COOP, and Contingency Planning**

Contractor's location for the CDC 2 backup/COOP site must provide adequate geographic separation from CDC 1 to ensure disaster survivability, while also ensuring the physical separation of the sites does not jeopardize the requirement for 0% data loss during a system fail-over. The fail-over time from CDC 1 to CDC2 shall not exceed 24 hours. The Contractor's

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION C – PERFORMANCE-BASED STATEMENT OF WORK

proposal shall include a risk analysis assessing the vulnerability of the CDC 2 site to the same disaster event as one anticipated to occur at the CDC 1 site (e.g., seismic, weather-related, terror attack or power grid failures etc.) and also describe the technical approach for ensuring 0% Approved Transactional data loss upon fail-over.

The Government will schedule one (1) annual exercise or assessment where fail-over to the COOP site is demonstrated. The Contractor shall support the IT Contingency Planning efforts and exercises as required and is responsible for communications, networks, system administration, and hardware/software (operating systems and other commercial software) support including all the DTS software.

Data loss is defined as any transactional information or session information that is inserted in or committed to the database in CDC1.

### **C.5.5 TASK 5 – PROVIDE PROGRAM MANAGEMENT (CLIN X001)**

The contractor shall provide program management support under this TO from Task Order award and project kick-off through transition-out. This program management shall include status reporting, status meetings, Project Management Plan, trip reports, Quality Control Plan, and Earned Value Management.

This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this Statement of Work (SOW). The contractor shall identify a Program Manager (PM) by name who shall provide management, direction, administration, quality control, and leadership of the execution of this TO. The contractor shall schedule meetings and provide deliverables in accordance with Section F.

#### **C.5.5.1 SUBTASK 5.1 – COORDINATE A PROJECT KICK-OFF MEETING**

The contractor shall schedule and coordinate a Project Kick-Off Meeting at the location approved by the Government. The meeting will provide an introduction between the contractor personnel and Government personnel who will be involved with the TO. The meeting will provide the opportunity to discuss technical, management, and security issues, and travel authorization and reporting procedures. At a minimum, the attendees shall include vital contractor personnel, representatives from the directorates, other relevant Government personnel, and the FEDSIM COR. The contractor shall provide the following at the Kick-Off meeting:

1. Updated Transition In Plan
2. Project Management Plan
3. Final Quality Control Plan (QCP)
4. Earned Value Management (EVM) Plan.

#### **C.5.5.2 SUBTASK 5.2 – PREPARE A MONTHLY STATUS REPORT (MSR)**

The contractor PM shall develop and provide an MSR (Section J, Attachment B) using Microsoft (MS) Office Suite applications, by the tenth calendar day of each month via electronic mail to

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

the DLA Technical Point of Contact (TPOC) and the COR. The MSR shall include the following:

1. Activities during reporting period, by task (include: on-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
2. Problems and corrective actions taken. Also include issues or concerns and proposed resolutions to address them.
3. Personnel gains, losses, and status (security clearance, etc.).
4. Government actions required.
5. Schedule (show major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
6. Summary of trips taken, conferences attended, etc. (attach Trip Reports to the MSR for the reporting period).
7. EVM statistics.
8. Accumulated invoiced cost for each CLIN up to the previous month.
9. Projected cost of each CLIN for the current and next month.
10. Update/s of each software release (include SPRs) and provide the contents of the release.

#### **C.5.5.3 SUBTASK 5.3 – CONVENE TECHNICAL STATUS MEETINGS**

The contractor PM shall ensure attendance of all appropriate personnel (key personnel, functional leads, contracts, and other mutually agreed upon attendees) at the bi-weekly, Integrated Staff Meeting. The purpose of this meeting is to ensure all stakeholders are informed of the upcoming (short and long-term) activities, provide opportunities to identify other activities and establish priorities, and coordinate resolution of identified problems or opportunities.

#### **C.5.5.4 SUBTASK 5.4 – PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall document all support requirements in a PMP. The PMP shall:

1. Describe the proposed management approach
2. Contain a definition of all tasks
3. Include milestones, tasks, and subtasks required in this TO
4. Provide for an overall Work Breakdown Structure (WBS) and associated responsibilities and partnerships between or among Government organizations
5. Include the contractor's QCP and EVM Plan.

#### **C.5.5.5 SUBTASK 5.5 – UPDATE THE PROJECT MANAGEMENT PLAN (PMP)**

The PMP is an evolutionary document that shall be updated annually at a minimum. The contractor shall work from the latest Government-approved version of the PMP.

**C.5.5.6 SUBTASK 5.6 – PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for travel is submitted. The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, purpose, duration of trip, and point of contact (POC) at travel location.

**C.5.5.7 SUBTASK 5.7 – UPDATE QUALITY CONTROL PLAN (QCP)**

The contractor shall update the QCP submitted with their proposal and provide a final QCP as required in Section F. The contractor shall periodically update the QCP, as required in Section F, as changes in program processes are identified.

**C.5.5.8 SUBTASK 5.8 - EARNED VALUE MANAGEMENT (EVM)**

The contractor shall employ and report on EVM in the management of this TO. See H.19, Earned Value Management, for the EVM requirements. This will only apply to the development CLIN x004.

**C.5.5.9 SUBTASK 5.9 - INTEGRATED MASTER SCHEDULE (IMS)**

The Contractor shall ensure there is a time phased planning tool that uses a calendar or detailed schedule to demonstrate how work efforts will support tasks and events. The IMS is required to integrate with the existing DTS Master Schedule.

**C.5.5.10 SUBTASK 5.10 - RISK MANAGEMENT PLAN (RMP)**

The Contractor shall document all plans and actions taken to identify, assess, mitigate, and continuously track, control, and document program risks, which is tailored to DTS requirements.

**C.5.5.11 SUBTASK 5.11 - REQUIREMENTS TRACEABILITY MATRIX (RTM)**

The Contractor shall update and maintain a Requirements Traceability Matrix (RTM), in accordance with Section F.5, to list all system/component requirements, and detail how and where they are addressed in the system design. The Contractor shall work with the PMO-DTS to determine the form/format of the RTM, tools to be used, etc.

**C.5.5.12 TRANSITION-OUT**

The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The Contractor shall provide and implement a Transition-Out Plan in accordance with Section F.5.

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

## SECTION C –PERFORMANCE-BASED STATEMENT OF WORK

The Contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project management processes
- Points of contact
- Location of technical and project management documentation
- Status of ongoing technical initiatives
- Appropriate Contractor-to-contractor coordination to ensure a seamless transition
- Transition of Key Personnel
- Schedules and milestones
- Actions required of the Government

The Contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

## SECTION D - PACKAGING AND MARKING

NOTE: Section D of the contractor's Alliant Contract is applicable to this TO and is hereby incorporated by reference.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION E - INSPECTION AND ACCEPTANCE

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract. Section E of the contractor's Alliant Contract is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **E.2 PLACE OF INSPECTION AND ACCEPTANCE**

Inspection of all work performance, reports, and other deliverables under this TO will be performed by the TPOC. Acceptance of all work performance, reports, and other deliverables under this TO will be performed by the COR.

### **E.3 SCOPE OF INSPECTION**

All deliverables will be inspected for content, completeness, accuracy, and conformance to Task Order requirements. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **E.4 BASIS OF ACCEPTANCE**

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's proposal and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

For IT development, the final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION E - INSPECTION AND ACCEPTANCE

### **E.5 DRAFT DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government's comments, the contractor shall have ten workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

### **E.6 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The CO/COR will provide written notification of acceptance or rejection (Section J, Attachment N) of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

### **E.7 NON-CONFORMING PRODUCTS OR SERVICES**

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the Contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

For FFP CLINs, if the contractor does not provide products or services that conform to the requirements of this TO, the Government will not pay the fixed price associated with the non-conforming products or services until all deficiencies are corrected and the Government accepts the final product.

## SECTION F – DELIVERABLES OR PERFORMANCE

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract. Section F of the contractor's Alliant Contract is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **F.3 TASK ORDER PERIOD OF PERFORMANCE**

The period of performance for this TO is a one-year base period and four, one-year options.

Base Yr	September 24, 2013 through September 23, 2014
Opt Yr 1	September 24, 2014 through September 23, 2015
Opt Yr 2	September 24, 2015 through September 23, 2016
Opt Yr 3	September 24, 2016 through September 23, 2017
Opt Yr 4	September 24, 2017 through September 23, 2018

### **F.4 PLACE OF PERFORMANCE**

Place of Performance is the contractor's facility and the DTS offices in Alexandria, VA. Some long distance travel is anticipated to be required in support of this effort.

### **F.5 DELIVERABLES**

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

NLT: No Later Than

TOA: Task Order Award

All references to Days: Government Workdays

All references to Months: Calendar months

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall submit the deliverables listed in the following table:

#	Deliverable	CLIN	PWS Section	Planned Completion Date
1	Kick-Off Meeting		C.5.5.1 Subtask 5.1	6 business days of task order award (TOA)
2	Kick-Off Meeting Agenda			TBD
3	Kick-Off Meeting Minutes			7 business days post meeting
4	Hosting Migration Plan (GFE)		C.5.1.1 Subtask 1.1	Preliminary Hosting Migration Plan within thirty (30) days after TOA..  Final Hosting Migration Plan within sixty (60) days after TOA..

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION F – DELIVERABLES OR PERFORMANCE

	Deleted			
7	GFE to CFE Transition Plans		C.5.1.2 Subtask 1.2 C.5.2.9 Subtask 2.9	Preliminary GFE to CFE Transition plan NLT ninety (90) days after exercise of the CFE Transition Planning Option.  Final GFE to CFE Plan within thirty (30) days after receipt of final Government authorization to proceed.  Six (6) months prior to transition
8	Sustainment/Development Transition Out to CFE Hosting Environment			
9	Deleted			
10	Deleted			
11	Deleted			
12	Configuration Audit Plan		C.5.1.7.1	Within ninety (90) days after TOA; annual review/updates
13	Deleted			
15	Deleted			
16	DTS Operations Plan		C5.2.1 Subtask 2.1	Within sixty (60 days) of TOA; annual review/updates
17	Engineering Change Proposals (ECP)		C.5.2.2 Subtask 2.2	Contractor Shall provide a threshold limited ECP within thirty (30) days of receipt of FRD or equivalent.

#	Deliverable	CLIN	PWS Section	Frequency
18	Interface Requirement Specifications (IRS)		C.5.2.3 Subtask 2.3	Within thirty (30) days of PRR for new development activities.
19	Interface Design and Description (IDD)		C.5.2.3 Subtask 2.3	Within thirty (30) days of PRR for new development activities.
20	Software Product Specification (SPS)		C.5.2.4 Subtask 2.4	Within thirty (30) days of PRR for new development activities.
21	System Subsystem Specification (SSS)		C.5.2.4 Subtask 2.4	Within thirty (30) days of PRR for new development activities.
22	System/Subsystem Design Description (SSDD)		C.5.2.4 Subtask 2.4	Within thirty (30) days of PRR for new development activities.
23	Database Design Description (DBDD)		C.5.2.4 subtask 2.4	Within thirty (30) days of PRR for new development activities.
24	Software Development Plan (SDP)		C.5.2.6 Subtask 2.6	Within six (6) months after TOA; annual review/updates.
25	Software Design Description (SDD)		C.5.2.6 Subtask 2.6	Within 30 days of PRR for new development activities.
26	Software Requirements Specification (SRS)		C.5.2.6 Subtask 2.6	Within thirty (30) days of PRR for new development activities.
27	Deleted			Deleted.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION F – DELIVERABLES OR PERFORMANCE

28	Configuration Management Plan		C.5.2.12 Subtask 2.12 C5.2.18 Subtask 2.18	<b>Within sixty (60) days</b> of task order award.
29	Software Version Description (SVD)		C.5.2.6 Subtask 2.6	At the PRR milestone.
30	Deleted			Deleted.
31	Software Test Description (STD)		C.5.2.16 Subtask 2.16	15 days prior to TRR for new development activities.
32	Software Testing Report (STR)		C5.2.16 Subtask 2.16	Within ten (10) days of completion of contractor testing.
33	Software Quality Performance Reports (SQPR)		C5.2.17 Subtask 2.17	<b>Within thirty (30) days</b> after software release of new system functionality.
34	Information Assurance Management Plan		C.5.4 Task 4 C.5.4.1 Subtask 4.1 Section H	Within thirty (30) days of TOA; annual review/update; within thirty (30) days of COOP exercise or DRT
35	Incident Response Plan			Within sixty (60) days of TOA; annual review/updates
36	Incident Response Exercise (After Action Report)			Respond to government request for information
37	COOP Tabletop Exercise After Action Report			Respond to government request for information
38	Disaster Recovery Test After Action Report			Within five (5) days after exercise

#	Deliverable	CLIN	PWS	Frequency
39	Compliance AuditSupport Plan		C.5.3.2 Subtask 3.2	Within ninety (90) days of TOA; annual review/updates
40	Quality Control Plan		C.5.5.1 Subtask 5.1	Within twenty (20) business days after Kick-off meeting.
41	Deleted			Deleted.
42	Integrated Master Schedule	X001	C.5.5.1	Provide a baseline in PMP; update monthly in MSR
43	Monthly Status Report (MSR)	X001	C.5.5.2	10 <sup>th</sup> workday of each month
44	Program Management Plan (PMP)	X001	C.5.5.4	Within sixty (60) days of TOA; annual review/updates; as required based on program changes
45	IT Contingency Plan	X001	C.5.4.1	Within thirty (30) days of TOA; annual review/updates
46	Trip Report	X001	C.5.5.6	Within five (5) business days after travel
47	EVM Reporting	X001	C.5.5.8	10 <sup>th</sup> workday of each month (new development efforts)
48	Risk Management Plan			Within thirty (30) days after TOA; annual

**Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056**

## SECTION F – DELIVERABLES OR PERFORMANCE

				review/updates
49	Requirements Traceability matrix			Within ten (10) days of PRR;update as appropriate to reflect changes
50	Transition Out Plan			Four (4) months prior to start of transition

### **F.5.1 PUBLIC-RELEASE OF CONTRACT DOCUMENTS REQUIREMENT**

The contractor agrees to submit, within ten workdays from the date of the Contracting Officer's execution of the initial TO, or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

### **F.5.2 DELIVERABLES MEDIA**

The contractor shall deliver all electronic versions by email and/or removable electronic media. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- Text MS Word
- Spreadsheets MS Excel
- Briefings MS PowerPoint
- Drawings MS Visio
- Schedules MS Project

### **F.6 PLACE(S) OF DELIVERY**

Unclassified deliverables and correspondence shall be delivered to the GSA Contracting Officer (CO) or Contracting Officer's Representative (COR) at the following address:

GSA FAS AAS FEDSIM  
ATTN: Jeffrey Williams, COR  
1800 F Street NW Suite 3100

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION F – DELIVERABLES OR PERFORMANCE

Washington DC 20405  
Office : 703-605-1889  
Cell: (703) 589-2653  
Email: [Jeffrey.williams@gsa.gov](mailto:Jeffrey.williams@gsa.gov)

Copies of all deliverables shall also be delivered to the DLA TPOC at the following address:

Mr. Gerald Brill  
4800 Mark Center Drive  
Alexandria, VA 22350  
Email: [Gerald.brill@dla.mil](mailto:Gerald.brill@dla.mil)  
Tel: 571-372-3415

Alternate TPOC

Mr. Robert Piston  
4800 Mark Center Drive  
Alexandria, VA 22350  
Email: [Robert.Piston@dla.mil](mailto:Robert.Piston@dla.mil)  
Tel: 571-372-3280

### **F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)**

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, Attachment M) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION G – CONTRACT ADMINISTRATION DATA

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract. Section G of the contractor's Alliant Contract is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **G.3.5 CONTRACTING OFFICER'S REPRESENTATIVE**

The CO will appoint a COR in writing for each TO through a COR Appointment Letter that will be provided to the contractor upon award (Section J, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

#### **G.3.5.1 CONTRACT ADMINISTRATION**

Contracting Officer (CO):

Denise VonDibert (GSA FEDSIM)  
GSA FAS AAS FEDSIM  
1800 F St NW Suite 3100  
Washington DC 20405  
Cell 703-589-2643  
Email: Denise.VonDibert@gsa.gov

Contracting Officer's Representative (COR):

GSA FAS AAS FEDSIM  
ATTN: Jeffrey Williams, COR  
1800 F Street NW Suite 3100  
Washington DC 20405  
Office : 703-605-1889  
Cell: (703) 589-2653  
Email: Jeffrey.williams@gsa.gov

Technical Point of Contact (TPOC)

Mr. Gerald Brill  
4800 Mark Center Drive  
Alexandria, VA 22350  
Email: [Gerald.brill@dla.mil](mailto:Gerald.brill@dla.mil)  
Tel: 571-372-3415

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION G – CONTRACT ADMINISTRATION DATA

Alternate TPOC  
Mr. Robert Piston  
4800 Mark Center Drive  
Alexandria, VA 22350  
Email: [Robert.Piston@dla.mil](mailto:Robert.Piston@dla.mil)  
Tel: 571-372-3280

### **G.9.6 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: *(from GSA Form 300, Block 2)*  
Paying Number: *(ACT/DAC NO.) (From GSA Form 300, Block 4)*  
FEDSIM Project Number: DE00637  
Project Title: Program Management Office, Defense Travel System

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category and all expenses relating to Travel, Tools and ODCs.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Tracking and Ordering System (TOS) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Select *Vendor Support*, log in using your assigned ID and password, then click on *Create Invoice*. The TOS Help Desk should be contacted for support at 877-472-4877 (toll free). By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

#### **G.9.6.1 INVOICE REQUIREMENTS**

The contractor may invoice the fixed fee on a monthly basis. The monthly fixed fee invoiced shall be proportionate to the amount of labor expended for the month invoiced.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION G – CONTRACT ADMINISTRATION DATA

The contractor shall submit simultaneous copies of the invoice to both GSA and the client POC. Receipts are provided on an as requested basis.

If the TO has different contract types, each should be addressed separately in the invoice submission.

The final invoice is desired to be submitted within six months of project completion.

### **G.9.6.1.1 COST-PLUS-FIXED-FEE (CPFF) CLINs (for LABOR)**

The contractor may invoice monthly on the basis of cost incurred for the CPFF CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee Alliant labor category
- d. Monthly and total cumulative hours worked
- e. Corresponding TO ceiling rate
- f. Fixed fee
- g. Cost incurred not billed
- h. Current approved forward pricing rate agreement in support of indirect costs billed

All cost presentations provided by the contractor shall also include Overhead charges, and General and Administrative charges and shall also include the Overhead and General and Administrative rates being applied.

### **G.9.6.1.2 FIRM-FIXED-PRICE (FFP) CLINs**

The contractor may invoice as stated in Section B for the FFP CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All costs shall be reported by CLIN element (as shown in Section B) and shall be provided for the current invoice and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. FFP (period of performance – as stated in Section B).

### **G.9.6.1.3 OTHER DIRECT COSTS (ODCs)**

The contractor may invoice monthly on the basis of cost incurred for the ODC CLIN. The invoice shall include the period of performance covered by the invoice and the CLIN number

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

## SECTION G – CONTRACT ADMINISTRATION DATA

and title and Interagency Agreement (IA) number. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Tools and/or ODCs purchased
- b. Consent to Purchase number or identifier
- c. Request to Initiate Purchase (RIP)
- d. Date accepted by the Government
- e. Associated CLIN
- f. Project-to-date totals by CLIN
- g. Cost incurred not billed
- h. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges, and Fee.

### **G.9.6.1.4 TRAVEL**

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the Federal Travel Regulation (FTR). The invoice shall include the period of performance covered by the invoice, the CLIN number and title, and the IA number. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN/Task. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Lodging costs
- k. Total charges
- l. Explanation of variances exceeding 10% of the approved versus actual costs
- m. Indirect Handling Rate

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

SECTION G – CONTRACT ADMINISTRATION DATA

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract. Section H of the contractor's Alliant Contract is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **H.2 KEY PERSONNEL**

The following are the minimum personnel who shall be designated as "Key." The Government does not intend to dictate the composition of the ideal team to perform this TO. Therefore, the Government encourages and will evaluate additional Key Personnel as proposed by the offeror.

- a. Project Manager (PM)
- b. Chief Engineer
- c. Information Assurance Specialist

The Government desires that Key Personnel be assigned for the duration of the TO.

#### **H.2.1 PROJECT MANAGER**

The Project Manager shall have a Secret clearance prior to starting work on this Task Order. A higher clearance is acceptable. It is desirable that the Project Manager has the following qualifications:

- Current Project Management Professional (PMP) certification.
- Extensive experience in Project Management in IT environment
- Extensive experience managing large-scale Information Technology programs or comparable Project Management experience, either as Project Manager or Deputy Project Manager
- Extensive experience in development lifecycle processes and/or service management of an Information Technology system
- Experience working with the Contractor's contracting processes and procedures
- Manpower utilization, procurement, business management, problem resolution, and employee relations (including subcontractors).

#### **H.2.2 Chief Engineer**

The Chief Engineer shall have a Secret clearance prior to starting work on this Task Order. A higher clearance is acceptable. It is desirable that the Chief Engineer has the following qualifications:

- Extensive experience in System Engineering
- Experience in Information Technology engineering processes.
- Experience with large scale Federal Information Technology projects.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

### **H.2.3 Information Assurance Specialist**

The Information Assurance Specialist shall have a Top Secret clearance prior to starting work on this Task Order. The Information Assurance Specialist shall have a current Certified Information Systems Security Professional (CISSP) Certification.

It is desirable that the Information Assurance Specialist has the following qualifications:

- Extensive experience in evaluating and implementing Information Assurance tools for assessing and maintaining system security within the Defense Information Infrastructure (DII) to support system development and integration.
- Knowledge and experience performing appropriate analyses to ensure threat assessments, protection, detection, and reaction functions are performed.
- Knowledge and experience managing or implementing DOD information security, communications-computer systems security and industrial security policies and procedures.
- Knowledge and experience training information systems personnel on DOD security policies and procedures.
- Knowledge and experience developing standardized certification and accreditation processes in accordance with DIACAP policy and maintain established accreditation baselines.

### **H.2.4 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than the key personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that the proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6, Termination (Cost Reimbursement) and FAR 52.249-8, Default (Fixed-Price Supply and Service).

## **H.5 GOVERNMENT-FURNISHED PROPERTY (GFP)**

See the Technical Data Package in attachment list in Section J, Attachment J.

### **H.5.2 GOVERNMENT-FURNISHED INFORMATION (GFI)**

See the Technical Data Package in attachment list in Section J, Attachment J.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## **H.7 SECURITY CONSIDERATIONS**

Contractor shall maintain Personnel Security Program in accordance with current DODD 5200.2. See Section J Attachment H, Additional Agency Guidance (DoD Directive 5200.2 DoD Personnel Security Program dtd 9 Apr 1999).

Contractor personnel requiring access to DTS shall have background investigations as stated in the DD 254 and must have completed privacy and security awareness training prior to accessing DTS. When contractor personnel are terminated from the project, System Administrators shall immediately disable the account and have seventy-two (72) hours to remove accounts required for system/network access. All access cards and identification badges will be returned to COR.

### **H.7.1 INFORMATION ASSURANCE**

Contractor shall perform IA on DTS Hosting system. IA covers all actions that protect and defend the DTS information system by ensuring availability, integrity, authentication, confidentiality and non-repudiation. This includes providing for restoration of the DTS information system by incorporating protection, detection and reaction capabilities.

Contractor personnel requiring access to DTS shall have background investigations as stated in the DD 254 and must have completed privacy and security awareness training prior to accessing DTS. When contractor personnel are terminated from the project, System Administrators shall immediately disable the account and have seventy-two (72) hours to remove accounts required for system/network access. All access cards and identification badges will be returned to COR.

The Contractor shall maintain DTS IA and Security in accordance with current DODI 8500.2 IA Implementation, DODI 8510.0 I Information Assurance Certification and Accreditation Process (DIACAP) dtd 28 Nov 2007 and National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 requirements.

The Contractor shall provide a listing to the COR of all personnel and technical certification dates for IAM review related to technical certification and training as specified in DODI 8570.01-M. See Section J Attachment H, Additional Agency Guidance (DoD Instruction 8570.01-M Information Assurance Workforce Improvement Program Ch-3 dtd 20 Apr 2010).

Contractor shall maintain DTS DIACAP Security requirements in accordance with current DODI 8500.2 IA Implementation, DODI 8510.01 DIACAP and DLA Mandatory IA Procedures and Processes requirements. See Section J, J-008 (DoD Instruction 8510.01 Information Assurance Certification and Accreditation Process (DIACAP) dtd 28 Nov 2007. Contractor shall maintain Personnel Security Program in accordance with current DODD 5200.2. See Section J Attachment H, Additional Agency Guidance (DoD Directive 5200.2 DoD Personnel Security Program dtd 9 Apr 1999).

Contractor shall notify, by telephone, the PMO Information Assurance Manager (IAM), the COR and the CO of all internal (to the contractor) security related issues. Notification must be

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

in a timely manner upon discovery of the incident but no later than twenty-four (24) hours. Contractor shall submit in writing to the PMO IAM, COR, and the CO all DTS-related information, network, personnel, or physical security violations and within 24 hours.

Security issues arising from external user activities do not require notification to the CO however existing DoD IA protocols and policies apply.

Contractor shall adhere to the DTS Vulnerability Management (VM) Plan and Compliance Document to ensure compliance with DOD Information Assurance Vulnerability Management (IAVM) program.

**Information Assurance/Security:** The Contractor shall maintain DTS Security in accordance with current DODI 8500.2 IA Implementation, DODI 8510.0 I DIACAP and National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 requirements.

### **H.7.3 SECURITY CLEARANCES**

The Contractor shall maintain DOD Secret clearances as required by the Government and as stated in the DD 254 and the Task Order.

For specific positions, the Contractor shall maintain DOD Top Secret clearances as required by the Government and as stated in the DD 254 and Task Order.

### **SECURITY / IA Training**

In accordance with DOD 5200.2-R, DOD Personnel Security Program and Government Regulation (GOVERNMENTR) 5200.11, Government Personnel Security Program Regulation, employees must have a security clearance/trustworthiness determination before working on the contract in a sensitive position or provided access to classified information.

Contractor/Subcontractor employees requiring a clearance must have a DOD investigation performed and be adjudicated as acceptable before working on this contract in accordance with the National Industrial Security Program Operating Manual (NISPOM). Contractor employees will be required to meet the security and safety regulations pertinent to the work location, and all Contractor security requests shall be submitted to the Government.

All contractors assigned to this effort performing work on sensitive automated information systems (AISs) are to be assigned to positions which are designated at one of the 3 sensitivity levels (IT Level I, II, or III). These designations equate to Critical Sensitive and Non-Critical Sensitive positions. The employing contractor will ensure individuals assigned to these positions have completed the DD Form 2875 and appropriate access request forms based on program needs. Position categories include: IT-I (Privileged), IT-II (Limited Privileged), and IT-III (Non-Privileged). Investigative requirements for each category vary, depending on role.

**IT Level I:** Privileged users shall access only that data, control information, software, hardware, and firmware for which they are authorized access and have a need-to-know, and assume only

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

those roles and privileges for which they are authorized. All Privileged User as defined by DODI 8500.2 that have access to system control, monitoring, or administration functions are required to have a TS clearance based on a favorable Single Scope Background Investigation (SSBI).

**IT Level II:** IT-II (Limited Privileged) must be an appropriately cleared individual with a requirement with access to a DOD information system in order to perform or assist in a lawful and authorized governmental function. Individuals will be assigned to one of these positions with daily unsupervised access to DOD networks and information systems containing Sensitive-but-Unclassified or Sensitive Classified up to and including Collateral Secret information.

**IT Level III:** IT-III (Non-privileged) must be an individual with no access to Government tools and environments who has had a favorable background investigation.

- (1) PMO-DTS/GOVERNMENT retains the right to require removal of contractor personnel, regardless of prior clearance or adjudication status, whose actions, while assigned to this contract, conflict with the interests of the Government.
- (2) All employees performing work under this Task Order must possess the appropriate clearance commensurate with the level of facility/material to which the employee requires access. Interim TS and Interim Secret will be authorized for access to IT I and II positions as noted above.
- (3) Personnel performing work in labor categories authorized under this PWS that involve ensuring the confidentiality, integrity, and availability of systems, networks, and data shall be trained in accordance with DFARS 252.239–7001.

The DD254 Department of Defense Contract Security Classification Specification is included as part of the solicitation package to inform the Contractor of the security requirements and the classification guidance to include investigative/clearance requirements for DTS positions. The Contractor will perform internal assessments to determine position sensitivity and management controls that are in place necessary to prevent individuals from bypassing controls and processes. The position sensitivity assessments for contract positions will be forwarded to the Government and will be used in making a final determination of position sensitivity, (i.e., IT-I, IT-II, IT-III) as defined in DOD 5200.2-R and at DODI 8500.2 in assessing personnel suitability and requirements for individuals assigned to these positions.

For validation purposes, within three calendar days after candidate selection, the Contractor will provide a list of personnel (name, SSN, DOB, place of birth, Level/Type/Date of security investigation, and activation status of clearance (as required by DOD 5220.22-M)) assigned to this effort to the Government Contracting Officer Representative (COR). Subsequently, the name(s), SSNs, DOBs, and Automatic Data Processing (ADP) Level of Contractor personnel who may be substituted for other Contractor personnel must also be provided to the COR within five calendar days before the anticipated substitution is scheduled to occur.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

### **DFARS 252.239-7001 Information Assurance Contractor Training and Certification** **[<http://www.acq.osd.mil/dpap/dars/dfars/html/current/252239.htm>]**

#### **INFORMATION ASSURANCE CONTRACTOR TRAINING AND CERTIFICATION** **(JAN 2008)**

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DOD 8570.01-M, Information Assurance Workforce Improvement Program. The Contractor shall meet the applicable information assurance certification requirements, including—

(1) DOD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DOD 8570.01-M; and

(2) Appropriate operating system certification for information assurance technical positions as required by DOD 8570.01-M.

(b) Upon request by the Government, the Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

(c) Contractor personnel who do not have proper and current certifications shall be denied access to DOD information systems for the purpose of performing information assurance functions.

#### **PRIVACY CONTROLS**

Pursuant to 32 CFR § 310.12(a)(1), FAR Part 24.1 and Clauses 52.224-1 and 52.224-2, incorporated by reference in the contract, if this Task Order requires the operation or maintenance of a system of records or a portion of a system of records or requires the performance of any activities associated with maintaining a system of records, including the collection, use, and dissemination of records, the record system or the portion of the record system affected are considered to be maintained by the Defense Logistics Agency and are subject to 32 CFR Part 310. The contractor and its employees are to be considered employees of the Defense Logistics Agency for purposes of the criminal provisions of 5 U.S.C 552a(i) during the performance of this contract.

For any system containing Personally Identifiable Information, at a minimum, the Contractor shall follow the security controls and practices of NIST SP 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII).

#### **SECURITY CONTROLS**

The Contractor shall follow both the NIST SP 800-53, Recommended Security Controls for Federal Information Systems, and the DODI 8510.01, DIACAP (depending on proposed changes to Department of Defense Certification and Accreditation policy which may occur after contract award), to ensure that the Software will be or has been developed using secure coding

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

practices in a manner that minimizes security flaws and privacy data vulnerability, within the Software. Upon request, the Contractor shall provide DLA a copy of the Contractor's secure coding best practices policy. Upon delivery of any Contractor-developed Software to the DLA, the Contractor shall certify in writing to the Contracting Officer's Representative (COR) that the Contractor complied with the Policy in the performance of its obligations under the task order.

The Contractor will be subject to a review, as required but at least annually during development, which will allow the Government Information Assurance Manager (IAM) to assess compliance with assigned security controls. In addition, the Contractor shall ensure that appropriate security management tools are in place to allow for the review of security configurations, user identities, etc.

### **H.9 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS**

#### **H.9.1 ORGANIZATIONAL CONFLICT OF INTEREST**

If the contractor has or is currently providing support or anticipates providing support to DLA that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants, or teaming partners) agrees to disclose information concerning the actual or potential conflict with any proposal for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be identified and addressed in accordance with FAR Subpart 9.5.

#### **H.9.2 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Execute and submit a Corporate Non-Disclosure Agreement (NDA) Form (Section J, Attachment G) prior to the commencement of any work on the TO, and
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information.

All proposed replacement contractor personnel also must submit an NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

#### **H.14 SECTION 508 COMPLIANCE REQUIREMENTS**

The Defense Travel System meets Section 508 compliance to the extent possible given current technological capabilities, roles and responsibilities assigned to users, policies, regulations and guidelines. A Section 508 compliance audit will be undertaken and completed by the end of FY14. Updates or changes to the system shall be developed as part of this task order. The Contractor shall deliver Section 508 compliant software.

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services proposed, identify the technical standards applicable to all products and services proposed and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

#### **H.16 COST ACCOUNTING SYSTEM**

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

#### **H.18 PURCHASING SYSTEMS**

The objective of a contractor purchasing system assessment is to evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting.

Prior to the award of a TO the CO will verify the DCMA designated status of the contractor's purchasing system in accordance with FAR 44. Thereafter, the contractor shall provide DCMA correspondence to the CO no later than 30 calendar days prior to the exercise of any options. Additionally, if reviews are conducted of the purchasing system after the exercise of the option, the contractor shall provide the results of the review to the CO within 10 workdays from the date the results are known to the contractor.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

**H.19 EARNED VALUE MANAGEMENT SYSTEM (APPLIES TO CLIN X004 ONLY)**

The contractor shall employ EVM in the management of this TO in accordance with the American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard-748-A-1998, *Earned Value Management Systems*. A copy of the standard is available at <http://global.ihs.com/>. The Government expects the contractor to employ innovation in its proposed application of EVM techniques to this TO in accordance with best industry practices. The following EVM status information shall be included in each MSR:

- a. Planned Value (PV)
- b. Earned Value (EV)
- c. Actual Cost (AC)
- d. A cost curve graph plotting PV, EV, and AC on a monthly basis from inception of the TO through the last report, and plotting the AC curve to the estimated cost at completion (EAC) value.
- e. An EVM variance analysis that includes the following:
  1.  $\text{Cost variance} = (\text{EV} - \text{AC})$
  2.  $\text{Cost Variance \%} = (\text{CV}/\text{PV} \times 100\%)$
  3.  $\text{Cost Performance Index (CPI)} = (\text{EV}/\text{AC})$
  4.  $\text{Schedule Variance} = (\text{EV} \text{ minus } \text{PV})$
  5.  $\text{Schedule Variance \%} = (\text{SV}/\text{PV} \times 100\%)$
  6.  $\text{Schedule Performance Index (SPI)} = (\text{EV}/\text{PV})$
  7. Estimate at Completion (EAC)
  8.  $\text{ACcum} + 1/\text{CPI} \times (\text{BAC} \text{ minus } \text{EV cum})$
  9.  $\text{ACcum} + 1/\text{CPI} \times \text{SPI} \times (\text{BAC} \text{ minus } \text{EVcum})$
  10.  $\text{Variance at Completion (VAC)} = (\text{BAC} \text{ minus } \text{EAC}) \text{ for EAC}$
  11.  $\text{Variance at Completion \%} = (\text{VAC}/\text{BAC} \times 100\%) \text{ for EAC}$
  12. Estimate to Completion (ETC)
  13. Expected Completion Date
- f. Explain all variances greater than ten percent.
- g. Explain, based on work accomplished as of the date of the report, whether the performance goals will be achieved.
- h. Discuss the corrective actions that will be taken to correct the variances, the risk associated with the actions.

The Government will conduct an Integrated Baseline Review within 60 calendar days after TOA, or exercise of significant TO options, or incorporation of major TO modifications. The objective of the Integrated Baseline Review is for the Government and the contractor to jointly assess areas, such as the contractor's planning, to ensure complete coverage of the TO, logical scheduling of the work activities, adequate resources, and identification of inherent risks.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## **H.23 TRAVEL**

### **H.23.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Joint Travel Regulations (JTR), Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

### **H.23.2 TRAVEL AUTHORIZATION REQUESTS**

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the Federal Travel Regulations (FTR).

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Contract number.
- f. FEDSIM Project number.
- g. Identify the CLIN and Interagency Agreement account associated with the travel.
- h. Be submitted 2 weeks in advance of the travel with sufficient time to permit review and approval.
- i. Project Title
- j. Name of contractor (including sub)
- k. Origination
- l. Destination
- m. Departure Date, Return Date, Duration in Hours
- n. Organization(s) Visited
- o. Trip Required (yes or no)

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

- p. Estimated travel costs required (including airfare, rental car/transportation, POV mileage, gasoline, parking, lodging and incidental expense)
- q. DTS TPOC concurrence (date signed, name and signature)
- r. FEDSIM COR approval (date signed, name and signature)

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible. The Contractor shall provide justification and obtain advance Government approval for any weekend travel.

### **H.24 ODCs**

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP). If the prime contractor does not have an approved purchasing system, the contractor shall submit to the CO a Consent to Purchase (CTP). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the COR or an approved CTP from the CO.

### **H.25 TRANSFER OF HARDWARE/SOFTWARE MAINTENANCE AGREEMENTS**

If the offeror proposes to provide any commercial computer software ("Commercial Software") as part of its proposed solution in response to this Solicitation, the offeror shall ensure that any software license agreement ("License Agreement") associated with such Commercial Software and intended to bind the Government complies with the FAR clause at 12.212(a), which provides, in relevant part, that commercial computer software and documentation shall be acquired under licenses customarily provided to the public "to the extent such licenses are consistent with Federal law." The most common examples of areas of non-compliance are set forth in the following table, which is provided for information purposes only and does not constitute an exhaustive list.

The requirement to propose compliant License Agreements shall apply regardless of whether the original rights holder to the Commercial Software ("Licensor") is the offeror, its subcontractor, or a third party, in the case of third-party software embedded or provided with the Commercial Software. Further, this requirement shall apply regardless of the format or title of the License Agreement (i.e., whether entitled "Software License Agreement," "End User License Agreement," "Terms of Service," or otherwise and whether presented in hard copy or in a clickwrap or other electronic format). For the avoidance of doubt, this may require the offeror to negotiate with its Licensors and to obtain a revised version of the License Agreement. License

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

Agreements incorporated into a company's existing Schedule 70 or other Government contract are not exempt from this requirement.

If proposing Commercial Software, the offeror shall include a statement in its proposal confirming that all applicable License Agreements will comply with the requirement of this Section H (actual License Agreements need not be submitted prior to award). Non-compliance identified after award may entitle the Government to terminate the contract and seek any or all available remedies for breach of contract.

<b>Commercial Terms*</b>	<b>Legal Restriction</b>	<b>Action**</b>
<b>Contract Formation and Modification</b>	Under FAR 1.601(a), in an acquisition involving the use of appropriated funds, an agreement binding on the Government may only be entered into by a duly warranted CO in writing. Under FAR 43.102, the same requirement applies to contract modifications affecting the rights of the parties.	Any provisions purporting to form a contract binding on the U.S. Government by any other means (e.g., use, download, click through terms, etc.) must be deleted. The same applies to provisions allowing for License Agreement terms to be changed unilaterally by the Licensor.
<b>Patent or Other Type of Intellectual Property Indemnity</b> – sellers of products or services often provide that in the event of claim or litigation alleging infringement of patent rights asserted by some third party that the seller will indemnify the buyer, provided that the buyer provide notice of the claim or litigation, and that the seller assume control of the litigation and any proposed settlement.	Under the authority of 28 U.S.C. § 516, only the Attorney General, acting by and through the attorneys of the U.S. Department of Justice, may represent the U.S. Government in litigation.	The patent or other type of intellectual property indemnity clause remains in effect, but any undertaking to "defend" the Government or any requirement that the seller control litigation and/or any proposed settlement is to be deleted.

**Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

<b>Commercial Terms*</b>	<b>Legal Restriction</b>	<b>Action**</b>
<b>General Indemnity</b> – sellers of products or services provide that in the event of any litigation arising from the buyers use of the product or service that buyer will indemnify seller's litigation costs and damages (if any).	Agreements to pay the attorney fees of a private party require a statutory waiver of sovereign immunity. Agreements to pay some indeterminate amount of money in the future violate the restrictions of the Anti-Deficiency Act, 31 U.S.C. § 1341(a)(1) and the Adequacy of Appropriations Act, 41 U.S.C. §11.	General Indemnity clauses must be removed from the License Agreement.
<b>Arbitration of Disputes</b> – sellers of products or services provide that any disputes with buyer must be resolved through binding arbitration without recourse to litigation in state or federal courts.	Federal Agencies are not allowed to use binding arbitration unless the head of the agency has promulgated guidance through administrative rulemaking on the use of binding arbitration. <i>See</i> 5 U.S.C. § 575. At the time of this Solicitation release, GSA has not done so.	Binding Arbitration clauses must be removed from the License Agreement.
<b>Venue, Jurisdiction and Choice of Law</b> – sellers of products or services provide that jurisdiction of any dispute will be in a particular state, federal or foreign court or that particular state or foreign law will govern.	Litigation where the U.S. Government is a defendant must be heard either in U.S. District Court (28 U.S.C. § 1346) or the U.S. Court of Federal Claims (28 U.S.C. §1491). The U.S. Government, as the sovereign, does not contract under state or foreign law. Depending on the subject matter of the dispute, the Contract Disputes Act or other applicable law will govern.	Clauses claiming that disputes will only be heard in state court will be revised to allow disputes in Federal court. Choice of law clauses must be deleted.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

<b>Commercial Terms*</b>	<b>Legal Restriction</b>	<b>Action**</b>
<b>Equitable Remedies</b> – sellers of products or services provide that in the event of a dispute concerning patent or copyright infringement that the end user agree that an injunction is appropriate.	The only remedy provided for copyright or patent infringement against the U.S. Government is monetary damages. <i>See</i> 28 U.S.C. § 1498.	Equitable remedy clauses must be removed.
<b>Negative Options</b> – sellers of products or services provide that option periods will automatically be exercised unless affirmative action is taken by the buyer to not exercise the option.	Agreements to pay money in advance of appropriations violate the restrictions of the Anti-Deficiency Act, 31 U.S.C. § 1341(a)(1) and the Adequacy of Appropriations Act, 41 U.S.C. §11.	Negative option clauses must be removed.
<b>Limitation of Liability</b>	Various (see next column)	Limitation of liability clauses may be included in accordance with the Licensor's standard commercial practices, except that such clauses may not operate to impair or prejudice the U.S. Government's right (a) to recover for fraud or crimes arising out of or relating to this TO under any Federal fraud statute, including without limitation the False Claims Act (31 U.S.C. §§3729 through 3733), or (b) to express remedies provided under any FAR, GSAR or master Alliant contract clauses incorporated into this TO.
<b>Integration/Order of Precedence Clauses</b>		Any provisions purporting to invalidate or supersede the terms of the Government TO resulting from this Solicitation (such provisions are frequently found in "entire agreement" clauses) must be removed from the License Agreement.

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

\* The following standard commercial terms are deemed non-compliant within the meaning of this clause.

\*\* The License Agreement will be deemed compliant when the action specified in this column is successfully implemented.

### **H.27 CONTRACTOR IDENTIFICATION**

As stated in 48 CFR 211.106, Purchase Descriptions for Service Contracts, contractor personnel shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. The Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

### **H.28 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, "the data rights provisions in FAR 52.227-14 apply.

**Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056**

## SECTION I – CONTRACT CLAUSES

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract. Section I of the contractor's Alliant Contract is applicable to this TO and is hereby incorporated by reference. In addition, the following applies:

### **I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: <https://www.acquisition.gov/far/>

<b>Clause No</b>	<b>Clause Title</b>	<b>Date</b>
52.208-9	CONTRACTOR USE OF MANDATORY SOURCES OF SUPPLY OR SERVICES	OCT 2008
52.204.10	Reporting Executive Compensation and First Tier Subcontract Awards	(Jul 2010)
52.215-21	Requirements for Cost or Pricing Data or Information Other than Cost or Pricing Data – Modifications	(Oct 2010)
52.216-8	Fixed Fee	(Jun 2011)
52.217-8	Option to Extend Services Fill-In Date: 30 days	(Nov 1999)
52.217-9	Option to Extend the Term of the Contract	(Mar 2000)
52.222-54	EMPLOYMENT ELIGIBILITY VERIFICATION	JAN 2009
52.223-15	Energy Efficiency in Energy Consuming Products	(Dec 2007)
52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	(Dec 2007)
52.227-14	Rights In Data – General Alternate II or III (Use FAR Clause (52.227-14) Or DFARS Clause, Not Both)	(Dec 2007)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(Dec 2007)
52.227-17	Rights In Data Special Works	(Jun 1987)
52.229-3	FEDERAL, STATE, AND LOCAL TAXES	APR 2003
52.229-4	FEDERAL, STATE, AND LOCAL TAXES (STATE AND LOCAL ADJUSTMENTS)	APR 2003
52.232-20	Limitation of Cost	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.244-6	Subcontracts for Commercial Items	(Dec 2010)
52.251-1	Government Supply Sources	(Aug 2010)

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION I – CONTRACT CLAUSES

### **I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM), INCORPORATED BY REFERENCE**

The full text of a provision may be accessed electronically at:

GSAM website: <https://www.acquisition.gov/gsam/gsam.html>

Clause No	Clause Title	Date
552.232.25	Prompt Payment	(Nov 2009)

### **I.15 DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENTS (DFARS) CLAUSES INCORPORATED BY REFERENCE**

The full text of a provision may be accessed electronically at:

Defense Procurement website: [www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html](http://www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html)

Clause No	Clause Title	Date
252.204-7004	Alternate A, Central Contractor Registration	(Sep 2007)
252.227-7013	Rights in Technical Data - Noncommercial Items	(Mar 2011)
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	(Mar 2011)
252.227-7015	Technical data—Commercial items	(Nov 1995)
252.227-7016	Rights in Bid or Proposal Information	(Jan 2011)
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	(Jan 2011)
252.227-7019	Validation of Asserted Restrictions - Computer Software	(Sep 2011)
252.227-7023	Drawings and Other Data to Become Property of Government	(Mar 1979)
252.227-7025	Limitations on the Use or Disclosure of Government- Furnished Information Marked With Restrictive Legends	(Jun 1995)
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	(Jun 1995)
252.227-7030	Technical Data—Withholding of Payment	(Mar 2000)
252.227-7037	Validation of Restrictive Markings on Technical Data	(Jun 2012)
252.246-7001	Warranty of Data	(Dec 1991)

**Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056**

## SECTION J – LIST OF ATTACHMENTS

### **J.1 LIST OF ATTACHMENTS**

<b>Attachment</b>	<b>Title</b>
A	COR Appointment Letter
B	Monthly Status Report
C	Department of Defense (DD) 254 (electronically attached .pdf)
D	Travel Authorization Template (electronically attached .xls)
E	Consent to Purchase Template (electronically attached .xls)
F	Request to Initiate Purchase Template (electronically attached .xls)
G	Corporate Non-Disclosure Agreement
H	Additional Agency Guidance
I	Key Personnel Qualification Matrix (To be removed at TOA)
J	Technical Data Package
K	Contract Data Requirements List (CDRLs)
L	Acronym List
M	Problem Notification Report
N	Deliverable Acceptance-Rejection Report
O	Project Staffing Plan Template (To be removed at TOA)
P	QASP

SECTION J – LIST OF ATTACHMENTS

**Attachment A**  
**COR Appointment Letter**



COR Appointment  
Letter.pdf

SECTION J – LIST OF ATTACHMENTS

**Attachment B**  
**Monthly Status Report**



Attach B Monthly  
Status Report.docx

## SECTION J – LIST OF ATTACHMENTS

### **Attachment C**

**Department of Defense (DD) 254 (electronically attached .pdf)**



254 GSA DTS  
Final.pdf



Atch 1 Addendum  
254 (DTS) Continuati

SECTION J – LIST OF ATTACHMENTS

**Attachment D**  
**Travel Authorization Template (electronically attached .xls)**



Attach D Travel  
Authorizaion Request

SECTION J – LIST OF ATTACHMENTS

**Attachment E**  
**Consent to Purchase Template (electronically attached .xls)**



Consent\_to\_Purchas  
e\_08-04-11.xlsx

SECTION J – LIST OF ATTACHMENTS

**Attachment F**  
**Request to Initiate Purchase Template (electronically attached .xls)**



DTS Request to  
Purchase revised.xls>

SECTION J – LIST OF ATTACHMENTS

**Attachment G**  
**Corporate Non-Disclosure Agreement**



Use and  
non-disclosure agreeer

## SECTION J – LIST OF ATTACHMENTS

### **Attachment H Additional Agency Guidance**

<b>Current SPR Priority Breakout</b>	
<b>SPR Priority</b>	<b># SPRs</b>
<b>Prioriy 1</b>	<b>0</b>
<b>Prioriy 2</b>	<b>198</b>
<b>Prioriy 3</b>	<b>255</b>
<b>Prioriy 4</b>	<b>164</b>
<b>Prioriy 5</b>	<b>54</b>
<b>Total</b>	<b>671</b>

DoD Risk Management Plan



J-002 DTS DOD Risk  
Management Plan.doc

Release Use Case Decision Criteria



J-003 DTS Release  
Use Case Decision Cri

DTS Recurring Report List



J-006 DTS Recurring  
Report List.xls

DODI 8570.01M IA WIP - <http://www.dtic.mil/whs/directives/corres/ins1.html>

**Task Order GST0013AJ0081**

**Modification PO12**

**Contract#GS00Q09BGD0056**

## SECTION J – LIST OF ATTACHMENTS

DODI 8510.01 – <http://www.dtic.mil/whs/directives/corres/ins1.html>

DODD 5200.2 – <http://www.dtic.mil/whs/directives/corres/ins1.html>

DODI 8500.02 - <http://www.dtic.mil/whs/directives/corres/ins1.html>

OMB memorandum M06-16 Protection of Sensitive Information



J-011 OMB M06-16  
Protection of Sensitiv

DOD Guidance on Protecting PII



J-012 DOD Guidance  
on Protecting PII.pdf

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

SECTION J – LIST OF ATTACHMENTS

**Attachment I**  
**Key Personnel Qualification Matrix ( removed at TOA)**

## SECTION J – LIST OF ATTACHMENTS

### **Attachment J Technical Data Package (TDP)**

The Technical Data Package will be available on CD at FEDSIM. The Offeror shall comply with the terms of section L.8.8 regarding signing the TDP NDA and returning the TDP CD with their proposal.

SECTION J – LIST OF ATTACHMENTS

**Attachment K**  
**Contract Data Requirements List (CDRLs)**  
**(Separately Attached)**

## SECTION J – LIST OF ATTACHMENTS

### **Attachment L Acronym List**

<b>Acronym</b>	<b>Definition</b>
ATO	Authority to Operate
BP	Business Process
C&A	Certification & Accreditation
CAE	Component Acquisition Executive
CCEVS	Common Criteria Evaluation and Validation Scheme
CDC	Central Data Center
CDC 1	Central Data Center 1
CDC 2	Central Data Center 2
CFE	Contractor Furnished Equipment
CMP	Configuration Management Plan
CNDSP	Computer Network Defense Service Provider
CO	Contracting Officer
COOP	Continuity of Operations Plan
COR	Contracting Officer's Representative
COTS	Commercial Off the Shelf
CPU	Central Processing Unit
CR	Change Request
CRL	Certificate Revocation List
CRUD	Create, Read, Update, Delete
CSCI	Computer Software Configuration Item
CTO	Commercial Travel Office
DAA	Designated Approval Authority
DAL	Data Accession List
DB	Database
DBDD	Database Design Description
DCMO	Defense Chief Management Officer
DIACAP	DOD Information Assurance Certification and Accreditation Process
DID	Data Item Description
DISA	Defense Information Systems Agency
DISA FSO	Defense Information Systems Agency Field Security Office
DISN	Defense Information Systems Network
DLA	Defense Logistics Agency
DLA CSO-P CO	DLA Contracting Services Office at Philadelphia Contracting Officer

**Task Order GST0013AJ0081  
Modification PO12  
Contract#GS00Q09BGD0056**

## SECTION J – LIST OF ATTACHMENTS

<b>Acronym</b>	<b>Definition</b>
DMDC	Defense Manpower Data Center
DMZ	Demilitarized Zone
DNS	Domain Name Server
DOD	Department of Defense
DODAF	Department of Defense Architecture Framework
DODI	Department of Defense Instruction
DR	Disaster Recovery
DRT	Disaster Recovery Test
DTMO	Defense Travel Management Office
DTS	Defense Travel System
ECP	Engineering Change Proposal
eMASS	Enterprise Mission Assistance Support Service
FAR	Federal Acquisition Regulation
FOIA	Freedom of Information Act
FRD	Functional Requirements Document
GAO	Government Accountability Office
GDS	Global Distribution System
GEX	Global Exchange Service
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GOVCCV	Government Credit Card Vendor
GTCCV	Government Travel Charge Card Vendor
GWs	Galileo Web Services
HWCI	Hardware Configuration Item
IA	Information Assurance
IAM	Information Assurance Manager
IATO	Interim Authority To Operate
IAVA	Information Assurance Vulnerability Alert
IAVM	Information Assurance Vulnerability Management
IDD	Interface Design Description
IDS	Intrusion Detection System
IG	Inspector General
IP	Internet Protocol
IRS	Interface Requirements Specification
IT	Information Technology
JTR	Joint Travel Regulations
MDA	Milestone Decision Authority
MIS	Management Information System
NIAP	National Information Assurance Partnership
NIPRNet	Non-classified Internet Protocol Router Network
NIST	National Institute of Standards and Technology

**Task Order GST0013AJ0081**  
**Modification PO12**  
**Contract#GS00Q09BGD0056**

## SECTION J – LIST OF ATTACHMENTS

<b>Acronym</b>	<b>Definition</b>
OMB	Office of Management and Budget
PEO	Program Executive Officer
PII	Personally Identifiable Information
PKI	Public Key Infrastructure
PMO	Program Management Office
PMO-DTS	Program Management Office – Defense Travel System
POA&M	Plan of Action and Milestones
PROD	Production
PRR	Production Readiness Review
PSTN	Public Switched Telephone Network
PWS	Performance Work Statement
RTVM	Requirements Verification Traceability Matrix
S/D	Sustainment and Development
SBU	Strategic Business Unit
SCMP	Software Configuration Management Plan
SDLC	Software Development Life Cycle
SDP	Software Development Plan
SPR	Software Problem Report
SPS	Software Product Specification
SQPR	Software Quality Performance Reports
SRS	Software Requirements Specifications
SSL	Secure Socket Layer
SSS	System/Subsystem Specification
STD	Software Test Description
STIG	Security Technical Implementation Guide
STN	Switched Telephone Network
STR	Software Test Report
SVD	Software Version Description
TAC	Travel Assistance Center
TDP	Technical Data Package
US CYBERCOM	United States Cyber Command
VCRI	Verification Cross Reference Index
VLAN	Virtual Local Area Network
VM	Vulnerability Management
VMS	Vulnerability Management System
VPN	Virtual Private Network
WBS	Work Breakdown Structure

SECTION J – LIST OF ATTACHMENTS

**Attachment M**  
**Problem Notification Report**



Sample\_Problem\_Not  
ification\_Report\_08-0

SECTION J – LIST OF ATTACHMENTS

**Attachment N**  
**Deliverable Acceptance-Rejection Report**



Deliverable\_Accepta  
nce-Rejection\_templa

SECTION J – LIST OF ATTACHMENTS

**Attachment O**  
**Project Staffing Plan Template (Removed at TOA)**

SECTION J – LIST OF ATTACHMENTS

**Attachment P**  
**QASP**



QASP Attach P.docx

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF  
OFFERORS OR RESPONDENTS

This page intentionally left blank.

